



**Canadian Mental
Health Association**
York and South Simcoe
Mental health for all

Third Party Fundraising Application

Contact Information

Business/Organization/Individual Name _____

Main Contact Name _____

Phone Number _____ **Cell:** _____

E-mail Address _____

Mailing Address _____

Fundraising Details

Title of Event or Activity _____

Description _____

Location _____

Date and Time _____

How will you publicize (check all that apply)?

Posters ___ Newspaper ___ Web ___ Facebook ___ Radio ___ Other _____

By what means will you raise funds for CMHA YORK REGION & SOUTH SIMCOE (check all that apply)?

Admission Sales ___ Registration ___ Pledges ___ Gaming ___ Donations ___ Auction ___

Merchandise Sales ___ Other (please explain) _____

What is your fundraising goal? _____ **Expected number of participants?** _____

Do you require the CMHA YORK REGION & SOUTH SIMCOE logo to promote your fundraiser? _____

Please indicate which of the following you would like CMHA YORK REGION & SOUTH SIMCOE to provide (check all that apply).

Signage ___ Print Materials ___ Donation Can(s) ___ Other _____

Please review and sign our third party fundraising guidelines (below).

FOR OFFICE USE:

Date Funds Received: _____ Amount: _____ Acknowledgement Sent _____

Thank you for considering **CMHA YORK REGION & SOUTH SIMCOE** as a beneficiary of your fundraising activities. Third party fundraisers are very significant to supporting CMHA YORK REGION & SOUTH SIMCOE's community efforts.

Please review the following guidelines prior to submitting your application:

- ❖ A Third Party Fundraising Application should be submitted 2 weeks prior to the proposed fundraising activity. Approval should be received before promoting or advertising commences.
- ❖ Applications are required each year if your event is recurring.
- ❖ Permission must be received from CMHA YORK REGION & SOUTH SIMCOE to use our name and/or logo in conjunction with third party fundraising activities. CMHA YORK REGION & SOUTH SIMCOE should approve all promotional material prior to distribution. We will provide our logo for approved promotional material if requested.
- ❖ It should be clearly stated in promotional material that the fundraising activities are "In Support Of" or "Proceeds To" followed by "CMHA YORK REGION & SOUTH SIMCOE" or the CMHA YORK REGION & SOUTH SIMCOE logo. CMHA YORK REGION & SOUTH SIMCOE is not to be named as a sponsor or co-sponsor of third party fundraising activities.
- ❖ CMHA YORK REGION & SOUTH SIMCOE encourages the organizer to issue press releases or to promote via social media in regards to their third party fundraising activities.
- ❖ The organizer must obtain raffle/lottery and/or liquor licenses for third party fundraising activities. The organizer should take the necessary steps to comply with all applicable laws and regulations. CMHA YORK REGION & SOUTH SIMCOE will not provide its licenses or permits for third party fundraising activities or be held liable if the organizer is found to be in violation of any laws or regulations.
- ❖ The organizer is responsible for providing the staff and volunteer support that is required for the fundraising activities. CMHA YORK REGION & SOUTH SIMCOE may be able to offer volunteer support and, if requested, we will do our best to provide a representative to attend the event.
- ❖ CMHA YORK REGION & SOUTH SIMCOE does not assume any liability for injuries, damage or theft sustained during third party fundraisers.
- ❖ CMHA YORK REGION & SOUTH SIMCOE provides charitable tax receipts in accordance with Canada Revenue Agency's tax receipting guidelines. Generally, organizers of third party fundraisers do not qualify for charitable tax receipts.
- ❖ The organizer should deliver the proceeds from the third party fundraising activities within 30 days of the end of the fundraising activities. To Ellen Reeves at CMHA York Region South Simcoe –Aurora branch
- ❖ CMHA YORK REGION & SOUTH SIMCOE will ensure a representative is available if the organizer would like to have an official cheque presentation.
- ❖ CMHA YORK REGION & SOUTH SIMCOE reserves the right to deny any application for a fundraising activity that does not comply with our mandate or reflect positively on our organization.
- ❖ CMHA YORK REGION & SOUTH SIMCOE reserves the right to obtain and use any photos or quotes from third party fundraising activities.

I have read CMHA YORK REGION & SOUTH SIMCOE's Third Party Fundraising Guidelines and agree to comply with them. Signature of Organizer: _____
Date: _____

Approved by CMHA YORK REGION & SOUTH SIMCOE
Representative: _____ Date: _____

Please sign and mail or email to:

CMHA York Region and South Simcoe

Att: Heather Croft

1101 Nicholson Rd, Unit 5

Newmarket ON, L3Y 9C3

hCroft@cmha-yr.on.ca

905/841/3977 ext 2224