



## WCSS Third-Party Fundraising Agreement

### What is a volunteer 'third party' event?

An event organized by a volunteer, community group or company that is not an official Whistler Community Services Society (WCSS) activity is a 'third-party' event. Acting independently and with WCSS's approval, third-party events are an important resource for raising funds to help us provide programs and services in Whistler. When you organize a third-party event, you are not only raising money to support WCSS – you are also raising awareness about WCSS and the important work we do, so thank you in advance. We ask that all events being held to support WCSS be compatible with our mission, vision, and values.

### Fundraising Terms and Conditions:

For WCSS to endorse events held on its behalf, organizers need to agree to the following terms and conditions:

- Prior approval to hold a third-party event is required. Approval is based on the type, theme, and financial viability of the event. WCSS reserves the right to withhold the use of its name from any event it feels is inappropriate.
- Involvement of WCSS staff and volunteers will be at the discretion of WCSS and will be based on availability, location, and the nature of the event.
- Complete and submit the Event Proposal Form at least 10 business days prior to your event.
- WCSS must approve all promotional/advertising copy featuring the WCSS name and logo.
- Taking commission, for any purpose, on funds raised as part of a third-party event is prohibited.
- WCSS assumes no legal or financial liability associated with the event.
- WCSS requires that event organizers use satisfactory financial controls, and funds raised must be sent to WCSS within two weeks of the event date.

### Tax Receipt Guidelines for Fundraising Events:

The following guidelines will assist in your event planning by outlining tax receipt guidelines:

- WCSS issues tax receipts following Canada Revenue Agency (CRA) requirements. It is important that you refer to the CRA's website (<http://www.cra-arc.gc.ca/charitiesandgiving>) for further information.
- WCSS can only issue tax receipts to the true donor. As a fundraiser, you are collecting donations from the true donors (your event participants). This means that we cannot issue you, the fundraiser, with a tax receipt, but under certain circumstances, we can issue tax receipts to your donors/participants.





Before you request for WCSS to issue your donors/participants with tax receipts, you should assess whether you are able to comply with the tax receipting requirements. Your donors/participants may be happy to contribute to your fundraiser without expecting to receive a tax receipt. By not having to comply with the tax receipting requirements, your event may be easier to administer.

The individual donors/participants to your event can be issued a tax receipt under the following circumstances:

- Donations are over \$25
- Donations are made by cash or cheque (for in-kind donations, please contact the Finance Manager)
- Cheques must be written to Whistler Community Services Society
- You have received approval from WCSS prior to holding the event (refer to the Fundraising Agreement)
- WCSS requires a donor list detailing the individuals that require a tax receipt (please request a donor list template from WCSS in advance of the event to ensure all required data is collected from the true donor)
- The donor list must be complete and legible and must contain the name, email, phone number, and mailing address of each donor
- The total amount of funds that WCSS receives must be equal to or more than the total per the donor list
- The fair value of any benefits that donors/participants receive by making the donation is provided to WCSS. Examples of these benefits include meals, door prizes, merchandise, concerts, and shows. The fair value must be supported by comparison to similar regularly priced items. This fair value will be deducted from the total amount paid as receipts can not be issued for services received, only for funds received that are NOT in exchange for goods or services. AN Example would be a golf tournament: Cost of entry is \$200, includes round of golf and lunch for a value of \$150. Tax receipt could be issues for \$50 value of true donation paid.
- Any benefits that donors/participants receive cannot exceed 80% of the donation amount
- Donors/participants do not receive lottery or raffle tickets
- Donors/participants are not paying for registration fees for a sporting event
- Donors/participants are not providing sponsorship for the event

**Please contact the WCSS Finance Manager 604-932-0113, [finance@mywcss.org](mailto:finance@mywcss.org) if you have any questions.**

Thank you for your interest in Whistler Community Services Society. Please send us this proposal form so we can endorse your event and approve the use of our name and logo. A WCSS staff member will contact you once the proposal is received and a decision will be made within 3 business days of form submission.





**Third Party Event Information**

Event Name:

Today's Date:

Main Contact Name:

Mailing Address:

Email Address:

Phone Number:

Please select the category that best describes you:

Individual

Business

School

Service Club

Other, please describe: \_\_\_\_\_

Location:

Event date(s) and time(s):

Estimated donation to WCSS:

Do you agree to submit donation within two weeks of the event date?

Do you understand and agree to send all publicity material to WCSS for approval, prior to printing/distribution?

Do you understand and agree to WCSS' Fundraising Guidelines?

Do you require a Donor List Template from WCSS?

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WCSS OFFICE USE ONLY: Fundraising Proposal #**

**Date Received:** \_\_\_\_\_

**Fundraiser Approved: YES NO**

**WCSS Staff Approved:** \_\_\_\_\_

**Special Notes:**

