



## **FAIRHAVEN FOUNDATION COMMUNITY EVENTS POLICIES & GUIDELINES**

A third party event is a fundraising initiative organized, staged and funded by a community group, club, business or individual(s) who wish to raise money on behalf of the Fairhaven Foundation.

### **POLICIES**

- The Fairhaven Foundation must receive a completed Community Events Proposal Form at least 5 weeks prior to the event. The Fairhaven Foundation will respond to the event request form 4 weeks prior to the event.
- An approval from Fairhaven Foundation must be received prior to using Fairhaven Foundation's identity in the event.
- The Fairhaven Foundation reserves the right to decline any sponsorship which Fairhaven Foundation believes may have a negative reflection on Fairhaven Foundation or is not in keeping with our mission.
- The Fairhaven Foundation reserves the right to decline an event which competes or conflicts with an already established or scheduled event which benefits the Fairhaven Foundation.

### **DOCUMENT SUBMISSION**

The event organizer must submit a signed copy of both the Community Event Guidelines and Community Event Proposal forms. Please mail or email both completed documents to:

Fairhaven Foundation  
Attn: Jaimie Bondy - Donohue  
881 Dutton Road  
Peterborough, ON K9H 7S4  
jbondy@fairhavenlfc.com

### **PROPOSAL REVIEW**

The Fairhaven Foundation will review the Community Events Proposal Form. In order to help you evaluate your requirements, the following are considerations that Fairhaven Foundation will use in the evaluation of a proposal:

- Have you provided sufficient information in your proposal?
- Does the initiative fit within the mission of the Fairhaven Foundation
- Does the timing of the initiative work with our current roster of activities?
- Does the initiative contravene any Fairhaven Foundation policies?
- Is the fundraising plan achievable?
- Is there a cancellation plan in place?

- Have you obtained all necessary licenses for the event. (Raffle, LCBO, etc.)?
- What is the Revenue/Expense Ratio based on the Budget provided?

### **PROPOSAL APPROVAL**

If your application is approved, we will provide you with a *Letter of Agreement* within two weeks of receiving your application. The *Letter of Agreement* may be shown to potential donors, sponsors, and volunteers.

- Due to privacy regulations, the Fairhaven Foundation cannot release donor, volunteer, employee or client mailing lists for the purpose of additional solicitation of funds by third party groups.
- Fairhaven Foundation will not disclose client names or stories for the promotion or staging of your event.
- All donor information from your event will be kept confidential. Fairhaven Foundation will not share, trade or sell any of the donor information. Fairhaven Foundation maintains a strict policy of respecting donor privacy.

### **THIRD PARTY EVENT FINANCIAL POLICIES**

- Fairhaven Foundation will not be financially liable for the organization and staging of the event.
- The third party fundraising organization shall present Fairhaven Foundation with a projected donation amount and an established budget at the onset;
- The third party fundraising organization will handle all monies for the event and present the proceeds and completed Appendixes to Fairhaven Foundation within 30 days of the completion of the event.
- Fairhaven Foundation is not responsible for any financial loss incurred from the event;

**The above Fairhaven Foundation policies and guidelines have been read and agreed to by;**

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_