



## **Third Party Events**

Thank you for your interest in supporting Big Brothers of Greater Vancouver (BBGV) with your own fundraising event.

A Third Party Event is:

- Initiated, organized and promoted by an outside party.
- An event where BBGV is the recipient of full or partial proceeds.
- An event where BBGV's name and/ or logo is used for promotional purposes.
- Event management is directed by the outside party; BBGV staff and volunteers play only a supporting role.

Over the past year, Big Brothers has benefited from the following Third Party Events:

- BC Lions Share Program
- Scotiabank Half Marathon
- Adam Durakovic Annual Golf Tournament
- Marble Slab Creamery Coquitlam Store Grand Opening
- Charm (an IVE Entertainment event)
- Take 5 Café Latte Art Challenge

Thinking of hosting your own Third Party Event?

Any individual, organization or business wishing to conduct a fundraising event in support of BBGV must receive prior approval from BBGV.

Please fill out our [Third Party Proposal Form](#) and sign the [Third Party Agreement](#) and return to [mtaylor-reid@bbgvf.com](mailto:mtaylor-reid@bbgvf.com) or fax to 604.876.2446. Questions? Call Meaghen at 604.876.2447, ext. 233.



**PUBLIC RELATIONS INFORMATION**

Please indicate how your event will be promoted:

\_\_\_\_ Radio – please indicate which stations:\_\_\_\_\_

\_\_\_\_ TV – please indicate which stations:\_\_\_\_\_

\_\_\_\_ Newspaper/ Magazine – please indicate which publications:\_\_\_\_\_

\_\_\_\_ Online – please indicate which websites:\_\_\_\_\_

\_\_\_\_ Flyer/ Brochure/ Postcard

Thank you for taking the time to fill out this form. Someone from our office will be in touch with you shortly.

## **Third Party Event Agreement**

Big Brothers of Greater Vancouver (BBGV) is grateful for the many individuals, organizations and businesses that wish to raise funds in support of BBGV.

### Approval Process

Any individual, organization or business wishing to conduct a fundraising event in support of BBGV must receive prior approval from BBGV. Please complete and submit the Fundraising Proposal Form to [smcleod@bbgvf.com](mailto:smcleod@bbgvf.com) or fax to 604.876.2446.

BBGV reserves the right to decline participation to any fundraising proposal that does not fall within our mandate (i.e. events which promote tobacco sales).

### Fundraising Policy

It is the policy of BBGV not to solicit funds through door-to-door solicitation. In addition, BBGV will not obtain third party lottery licenses, third party insurance or special event permits on behalf of the outside party. BBGV will not be responsible for any costs or debts associated with the event.

### Publicity & Material Approval

All independent promotional materials that make reference to BBGV or use the BBGV logo require prior approval by BBGV. BBGV is happy to provide brochures, pledge forms and website promotion to support your event.

### Tax Receipting

Official tax receipts will be issued in accordance with the Canada Revenue Agency guidelines. Please consult with BBGV prior to your event for clarification on what can and cannot be tax receipted. Tax receipts will not be issued for funds raised through any form of gaming.

### Right to Withdraw

BBGV reserves the right to withdraw its name from affiliation with the Host Individual/ Organization of the event if it is determined that the association could be detrimental to BBGV.

I fully understand and support the third party event guidelines of Big Brothers of Greater Vancouver as outlined here. I will not engage in a third party event for Big Brothers of Greater Vancouver without prior approval.

Name (Please Print): \_\_\_\_\_

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

Date: \_\_\_\_\_