



Third-Party Fundraiser Procedures and Guide

One of the many ways to support Autism Canada Foundation is by planning and/or sponsoring an event to raise funds for us. This kind of activity is called a "third-party" fundraiser. We have put together the following procedures and guidelines so all participating parties are clear on their role and responsibilities. If you have additional questions regarding third-party fundraisers, please contact: Laurie Mawlam, Executive Director of Autism Canada Foundation at (519) 695-5858 or lmawlam@autismcanada.org.

Types of Third-Party Fundraisers

- 1. A group or individual can host an event and make Autism Canada the beneficiary.**
(Example: An organization hosts a golf tournament or concert and gives Autism Canada a cheque for the net profits.)
- 2. Autism Canada can "piggy back" on an existing event, adding a third-party fundraising element, and receive the income produced from that element.** *(Example: A company has an annual party and asks their employees to make a donation to Autism Canada or a city has an annual marathon and they give registrants the opportunity to get pledges for Autism Canada.)*

Procedure

1. Submit a description of the event 90 days prior your **beneficiary** or "**piggy back**" event.
2. Include the following information in your description:
 - A full description of the event (Autism Canada is required to know what the event involves)
 - Date, time and location of the event
 - What is expected of Autism Canada (volunteers, promotional assistance)
 - Budget, including anticipated costs and projected gross income of the event
 - Plans, if any, for corporate sponsorship
 - Contact information of the director(s) and coordinator(s) of the event



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Third-Party Fundraiser Guidelines

Autism Canada has a set of guidelines that we ask all individuals and organizations to follow when fundraising on Autism Canada's behalf:

1. The Autism Canada name and/or logo cannot be used to promote a third-party event without prior approval by Autism Canada's Executive Director. All approved third-party fundraisers should submit copies of print materials which include the Autism Canada logo/name prior to printing.
2. Autism Canada asks that you do not organize a third-party fundraiser that includes lotteries, gambling, raffles or drawings without first discussing it with the Autism Canada Executive Director. Any fundraiser that requires any type of license should first be discussed with and approved by Autism Canada.
3. Keep accurate accounts of your event. Autism Canada will not be responsible for any expenses incurred for a third-party fundraising activity.
4. The third-party fundraising activity should be one that does not conflict with the mission of Autism Canada (if unclear, contact Autism Canada).
5. Your third-party fundraiser should not conflict with an existing Autism Canada fundraising event.
6. All funds and financial accounting must be submitted to Autism Canada no later than 30 days after the event.
7. Contact us with any additional questions you may have.

Examples of Third-Party Events

- Golf Tournaments, Concerts, Road Rallies, etc.
- Marathons, Dances, etc.
- Wine Tastings, Black-Tie Events, etc.
- Auctions, Grand Openings, Store Promotions, etc.
- Car Washes, Craft Shows, Bake Sales, etc.
- Casual Days, Holiday Parties, etc.
- Bike-a-thon, Walk-a-thon, Bowl-a-thon, Workout-a-thon, Dance-a-thon, etc.



Third-Party Fundraiser Event Description Form

ANTICIPATED COST & GROSS INCOME OF EVENT

Anticipated Gross Income: \$ _____

Source(s) of Income: (i.e. ticket sales, sponsorships, auction, etc.) _____

Anticipated Corporate Sponsor(s): _____

Anticipated Expenses: \$ _____

Types of Expenses: (i.e. printing, food, location, etc.) _____

EVENT ORGANIZERS

Primary Contact:

Name: _____ Title: _____

Company: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Day Phone: (____) _____ Evening Phone: (____) _____ Fax: (____) _____

Email: _____ Website: _____

Secondary Contact:

Name: _____ Title: _____

Company: _____

Address: _____

City: _____ Prov.: _____ Postal Code: _____

Day Phone: (____) _____ Evening Phone: (____) _____ Fax: (____) _____

Email: _____ Website: _____



Third-Party Fundraiser Terms and Conditions

Autism Canada Third-Party Fundraiser Terms and Conditions

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7. Contact us with any additional questions you may have.

I have read and agree to follow Autism Canada's Third-Party Fundraiser Terms and Conditions.

X _____
Signature

Date

Print Name

Print Title

Thank you for submitting your completed Third-Party Fundraiser Event Description Form with your signed Third-Party Fundraiser Terms and Conditions. They will be reviewed upon receipt and you will be contacted by Autism Canada within five working days.

**Please forward the completed and signed forms to:
Autism Canada, Executive Director
lmawlam@autismcanada.org**