

Independent/Third Party Fundraising Guidelines

- 1 Autism Nova Scotia encourages fundraisers that are compatible with our mission and values. Autism Nova Scotia reserves the right to withhold the use of its name for any fundraiser it feels is not a fit for our organizations.
- 2 Each fundraising event must be approved by Autism Nova Scotia. Please fill out and submit the form on the next page at least 30 days prior to your fundraiser.
- 3 Any organization/group wishing to use Autism Nova Scotia's name or In Support of Logo on any materials, including advertising, must receive approval from Autism Nova Scotia. Please contact Lauren Goerz, Event Coordinator at lgoerz@autismns.ca
- 4 All promotional materials must state that this event/fundraiser is in support of Autism Nova Scotia and not an official Autism Nova Scotia event.
- 5 Taking commission, for any purpose, on funds raised as part of a third party fundraiser is strictly prohibited.
- 6 The organizer of the fundraiser is responsible for meeting all municipal/provincial or federal standards and fulfilling all legal authorizations, permits, licenses, precautions, and/or general liability insurance required. Autism Nova Scotia will not be held responsible for any liability coverage.
- 7 The event organizer will be responsible for all costs related to the event and will handle the monies until the official donation is submitted to Autism Nova Scotia. Event expenses are to be deducted before sending proceeds. If you are reporting back to a group of people, you must indicate how much was donated to the organization after expenses are deducted. The donation should be remitted to Autism Nova Scotia within 30 days of the event.
- 8 When tax receipts are requested, the organizers are responsible for collecting the names, address and contact information of all donors, and are required to mail the appropriate materials to Autism Nova Scotia within 30 days of the fundraiser. Please refer to our Fundraising Guide on details of eligibility of receipting
- 9 Involvement of any Autism Nova Scotia staff and volunteers will be decided on at our discretion and will be based on availability, location and the nature of the fundraiser.



Independent/Third Party Event Registration

Thank you for getting involved in fundraising for Autism Nova Scotia. Hosting an Independent/3rd Party Fundraising Event is a valuable way to help Autism Nova Scotia generate awareness across the province. This also helps us to increase our network and fundraising reach.

Please fill out the form below, to your best ability, to receive support and permission from Autism Nova Scotia that will help you reach your fundraising goals.

Contact Information

Organizer's Name

Company Name (if applicable)

Address

City/Province

Postal Code

Phone

Alternate Phone

Email

Event Information

Type of Event: Event Activity Promotion Sales of items and/or Goods

Event Name

Date of Event

Location of Event

Event Details (please provide a brief description to let us know how you are raising money – eg: Company Casual Days, Wine & Cheese, Live Auction, On-line Auction, Walk-a-Thon, etc):



Date(s) of Event _____ Starting On _____ Ending On _____

Event Time(s) _____ Location _____ Expected Attendance _____

How will your funds be raised?

- Ticket Sales/Entry Fee Auction Sponsorship General Donations Raffle
 Merchandise/Sales of Goods In-Kind Other

Will another charity/non-profit organization also benefit from this event? Yes No

Does the event require a license (raffle, 50/50)? Yes No

Is this event employee-driven or taking part as a workplace giving campaign? Yes No

Marketing & Promotions

How do you plan on promoting your event?

Do you need a copy of our In Support of Autism Nova Scotia logo? Yes No

How will you be using this?

**Please note you will need to have this approved by one of our team members prior to any printing or promotions.*

Event Budget Estimated Revenue: _____

1. I have read, understand, and agree to the Independent/Third Party Fundraising Guidelines provided by Autism Nova Scotia
2. I understand that Autism Nova Scotia will incur no legal or financial liability for this event
3. I understand that Autism Nova Scotia reserves the right to refuse approval, endorsement and the use of its name and logo in any event that does not meet with its fundraising policies, charitable purpose, and mission.

Signature: _____ Date: _____

Thank you for your interest in organizing an Independent/Third Party fundraiser to support Autism Nova Scotia.

**If you have any questions, please contact Lauren Goerz at 902-446-4995 ext 34.
Please send along the completed form to Lauren at lgoerz@autismns.ca**

