



3rd Party Fundraising Application & Guidelines

No kid should be left on the sidelines and all should be given the opportunity to have fun and experience the positive benefits of organized sports.

A Children's Charity

KidSport™ Saskatchewan, a program of Give Kids A Chance Charity Inc., increases the accessibility of community sport programs for children from families facing financial obstacles so these children may achieve mental, physical, social and personal development through participation in sport. The goal is to provide these children with the opportunity to learn fundamentals like teamwork, dedication and responsibility in a fun and active setting.

For more information contact:

KidSport Saskatchewan
1870 Lorne Street
Regina, SK S4P 2L7

Phone: (306) 780-9345
1-800-319-GAME
kidsport@sasksport.sk.ca

www.kidsport.ca/sk

Charitable Registration No: 804 11 8677 RR0001
A program of Give Kids a Chance Charity Inc.

Sask Sport Inc. is licensed by KidSport Canada to deliver the KidSport program in Saskatchewan through Give Kids a Chance Charity Inc.



Thank you from the bottom of our hearts to both your wonderful organization and your sponsors for making this possible, for my Jerie. She loves volleyball. "To be with my friends and work hard as a team, to support and cheer for each other and to be able to play volleyball is awesome" says Jerie. To Dream is to PLAY. To Play is to Grow.

Thank you for giving our son the opportunity to play hockey. He absolutely loved it! He would wake up, play mini sticks at home, go to hockey practice and come home and play more hockey for the rest of the day. He would count the days to his next practice or game with such anticipation. THANK YOU!

**Thank you for considering KidSport as a beneficiary of your fundraising activities!
We greatly appreciate your efforts to help us ensure that ALL kids can play!**

This package includes information that will help you and/or your organization maximize your fundraising efforts. By providing us with this information we will:

- Offer advice on event planning
- Provide a letter of authorization to validate the authenticity of the event and its organizers
- Provide tax receipts to donors who make cheques payable to “KidSport Saskatchewan”

Here’s what is included in this package:

1. 3rd Party Fundraising Guidelines & Policies

2. 3rd Party Fundraising Application

This form must be completed, signed and returned to KidSport Saskatchewan.

3. 3rd Party Financial Summary Form

This form should be completed and returned to KidSport Saskatchewan with 30 days following the completion of the event.

4. Charitable Tax Receipting Information



KidSport Saskatchewan

1870 Lorne Street
Regina, SK S4P 2L7

Phone: (306) 780-9345
1-800-319-GAME

If you would like to learn more about
KidSport Saskatchewan visit:

www.kidsport.ca/sk



3rd Party Fundraising Guidelines & Policies

The 3rd Party Fundraising Application must be submitted to KidSport Saskatchewan no more than 30 days after receiving the form. Allow approximately 7-10 business days for notification of application status. Approval must be received before advertising is permitted.

- Applications are for one time only. Recurring annual events will have to re-apply each year. Applications are not approved for an organization but for the event. Therefore an approval of one event for your organization does not entitle you to use KidSport Saskatchewan as your beneficiary for each event.
- KidSport Saskatchewan reserves the right to deny any application for a fundraising activity that does not comply with the mission of, or project a positive image of KidSport Saskatchewan .
- Your organization/group must receive permission from KidSport Saskatchewan to use our name and/ or logo in conjunction with your event. KidSport Saskatchewan must approve all promotional material prior to production and distribution. We will provide our logo for all promotional material if requested and approved.
- **The KidSport logo cannot be used for any other purpose than of that described in the 3rd Party Fundraising Application for which approval has been given.**
- It must be clearly stated on/in all promotional material that the event is “In Support of” or “Proceeds to” followed by the KidSport Saskatchewan logo. No where can it state that KidSport Saskatchewan is a sponsor or co-sponsor.
- KidSport Saskatchewan must be notified if other organizations will benefit from this event/promotion and who the sponsors are as well.
- If you are conducting raffles, lottery sales or any other type of activity that involves selling to the general public you may require a special license or permit. Please make sure you take the necessary steps to obtain these. KidSport Saskatchewan will not provide its licenses or permits for your event or be held liable if found in violation of these rules. It is your responsibility to determine what, if any, permits/ licenses are required.
- KidSport Saskatchewan employees, volunteers and members are not liable for any injuries, damage or theft sustained during your event and cannot assume any type of liability for your event, participants, volunteers or employees.



3rd Party Fundraising Application Form

Organization Information

Name of Organization: _____

Contact Person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____ Website: _____

Phone # (work): _____ Phone # (home): _____

Phone # (cell): _____ Fax: _____

Event Information

Name of Event: _____

Type of Event: _____

Description/Summary of Event:

Location: _____

Starting Date & Time: _____ Ending Date & Time: _____

Expected Number of Participants: _____

How will you promote the event:

Please attach a copy of any licenses, permits and proof of liability insurance.

If you are selling goods and services please indicate what will be sold and if a portion of the proceeds are to be donated to the KidSport™ Saskatchewan as well.

Financial Information

How will the funds be raised? Pledges Auction Ticket Sales Gaming Donations Sales

Other: _____

Are you approaching sponsors? Yes No

If yes, please list organizations being approached to avoid potential conflict with current or potential KidSport Saskatchewan sponsors.

Will the proceeds of your event/activity be donated only to KidSport Saskatchewan? Yes No

If no, please list who else will be benefiting:

What percentage will KidSport Saskatchewan receive? _____ %

How much revenue do you anticipate generating and in turn contributing to KidSport Saskatchewan? _____

Will you require tax receipts? Yes No *If yes, please review the charitable tax receipting guidelines.*

KidSport Saskatchewan Involvement

What will you require from KidSport Saskatchewan? (We will do our best to support you)

Would you like a KidSport Saskatchewan speaker at your event? Yes No

If yes, please provide details regarding time, place, topic:

Would you like a KidSport Saskatchewan representative at your event? Yes No

If yes, please provide details regarding time, place, topic:

Will you require the KidSport Saskatchewan name and logo for promotional use? Yes No

If yes, please indicate on what materials:

If you would like promotional materials from KidSport Saskatchewan, please indicate the quantities required:

Brochures: _____ Posters: _____ Signage: _____

Would you like the event to be advertised on the KidSport Saskatchewan website? Yes No

If yes, please provide a short description and important information for the event:
(Location, date, time, contact name, how to purchase tickets, etc.)

Any other important information KidSport Saskatchewan should know regarding your event?

Please Note: KidSport Saskatchewan is not able to provide volunteers for your event. You must recruit your own volunteers if needed.



3rd Party Agreement

Please review and sign a copy of this form and return it with the 3rd Party Fundraising Application.

This form is due no more than 30 days after receiving the form. Completion of this form does not guarantee approval. Allow approximately 7-10 business days for notification of application status. Upon approval, you will receive an approved signed copy of the application for your records.

By signing this document, I/we acknowledge receipt of KidSport Saskatchewan's 3rd Party Fundraising Guidelines & Policies and agree to comply with all provisions in organizing and holding our fundraising event.

I/we also agree with the collection of any and all information KidSport Saskatchewan deems necessary to evaluate the event. I/we further attest that all information provided on this form is correct and accurately describes the proposed event.

I/we agree to indemnify and hold KidSport Saskatchewan harmless for any expenses, losses, claims or damages resulting from the fundraising event or the noncompliance with any term or provision of KidSport Saskatchewan's 3rd Party Fundraising Guidelines & Policies.

Signature

Date

Please return the complete form to:

KidSport Saskatchewan
1870 Lorne Street
Regina, SK S4P 2L7

Phone: (306) 780-9345
Fax: (306) 781-6021
www.kidsport.ca/sk

***Thank you for
supporting KidSport***

**So ALL Kids
Can Play!**

FOR OFFICE USE ONLY:

Date Reviewed: _____ Approved Not Approved

Staff Signature: _____



3rd Party Financial Summary Form

Estimated Income from the Event: _____

Estimated Expenses from the Event: _____

Estimated Donation to KidSport: _____

or _____% of Ticket Sales

or _____% of Raffle Sales

If you have a copy of the event budget, please attach.

Will tax receipts be required? Yes No

Will other charitable organizations benefit from this event? Yes No

If yes, please list:

Note: Once your event is approved, KidSport Saskatchewan then relies on your donation. It is very important that your donation be submitted to KidSport Saskatchewan **within 30 days** following the completion of your event. A break down of your event expenses and profits is required along with your donation.

Please be advised that by publicly naming KidSport Saskatchewan as the beneficiary of your event or promotion, you are required to donate the amount you have specified on our behalf. KidSport Saskatchewan is not responsible for any financial losses.

We greatly appreciate your support and effort in making a difference!

So ALL Kids Can Play!



Charitable Tax Receipting Information

KidSport Saskatchewan will issue donation receipts for any cash donation. If an individual has made a donation, the receipt will be issued in the name of that individual at their home address. If a corporation has made the donation, and IF a tax receipt is requested, the receipt will be issued in the corporate name at their corporate address. An individual or corporation cannot receive a donation receipt for money that was not donated by them (i.e. an individual cannot be designated to receive the donation receipt for monies raised through a casual day event).

In Kind Donations (i.e. prizes, product): A donation receipt for income tax purposes can be issued for donations of in-kind equal to the fair market value of the property received. To process in kind donations, KidSport Saskatchewan needs a written invoice or other supporting documents that could ascertain the fair market value of the in kind donation.

Goods and services not eligible for a donation receipt include purchase of items such as raffle or lottery tickets, admission tickets, golf green fees, and the cost of a donated service. This includes special services that necessitate hiring someone for the event (i.e. tent set-up and entertainment).

Sask Sport Inc. is licensed by KidSport Canada to deliver the KidSport program in Saskatchewan through Give Kids a Chance Charity Inc. If you require a donation receipt to be issued to participants in your event, we ask that you include the Charitable Registration No: 804 11 8677 RR0001 - A program of Give Kids a Chance Charity Inc. on all your publicity materials and state "tax receipts will be issued for donations of \$20 or more, or on request". After the event, in a timely manner, please provide KidSport Saskatchewan with a list (be sure that the information is legible) of names, full addresses including postal codes and phone number(s), and the amount of gift that each individual is to be receipted.

Corporations or businesses that agree to sponsor an event will receive an invoice or thank you letter from KidSport Saskatchewan that could enable them to claim back the full amount of their sponsorship as a marketing expense.

For fundraising events such as a dinner, auction and golf tournament, a tax receipt may be issued for the entry fee less the "cost per person to put on the event". However, the cost amount can not exceed 80% of the entry fee.