



KidSport Edmonton

Third Party Fundraising Agreement

What/Who is KidSport?

KidSport Edmonton (KSE) is a local non-profit organization that runs a grant program called 'So ALL Kids Can Play!'. This community-funded fee assistance program helps families that face financial barriers access sport programming for their kids by subsidizing their sport registration fees. 100% of the funds raised stay within Edmonton.

What is a third-party fundraiser?

Any project, event, campaign, promotion, or other activity which seeks to raise funds for KSE, but which is organized by a third party i.e., individuals, businesses, and organizations.

Terms & Conditions

- 1.) **Agreement:** A Partnership agreement signed by the organizer(s) and KSE is required prior to any advertising of the event as a KidSport Edmonton fundraising event.
- 2.) **Advertising:** All copy for advertisements, point of purchase materials, programs and other event-related materials must be approved by KSE and comply with our graphic standards guide.
- 3.) **Marketing & Promotion of KidSport Marks:** Approval of this event authorizes use of the KSE name and logo as outlined in the graphic standards manual. Approval will be granted in the form of an endorsement letter sent to the contact person.
- 4.) **Compliance with Canada Revenue Agency:** Official tax receipts for income tax purposes will only be issued following CRA guidelines. Cheques must be addressed to KidSport Canada-Alberta, with 'KidSport Edmonton' in the memo to direct funds to your local chapter.
- 5.) **Event Expenses:** The expenses required to run the event are the responsibility of the event organizer(s) and will not be reimbursed by KSE.
- 6.) **Donor Privacy:** Although KSE may agree to promote a Partnership event to our constituents through our website or other means, KSE does not provide lists of donors or volunteers to any third party.
- 7.) **Insurance:** The organizer(s) of any event must provide proof of comprehensive liability insurance. KSE accepts no legal or financial responsibilities for third party events held for our benefit (either partial or whole).
- 8.) **Post Event Promotions:** Where possible, KSE would appreciate receiving materials or photographs that may be of use in our own publications or for archival purposes.
- 9.) **Post Event Accounting:** The organizer(s) of any event will forward funds raised to KSE within 60 days of the event date. If KSE has approved tax receipting, the organizer(s) will provide a donor list that includes... name, email, full address of the donor and their donation amount.

Contact/Organizer Information

Primary Contact: _____

Phone Number: _____

Name of Organization (If Applicable): _____

Email Address: _____

Full Mailing Address: _____



Event Information

Name of Event: _____

Date(s) and Time(s) of Event: _____

Event Location: _____

Please give a brief description of the event and how you intend to raise funds:

Let KSE know what we can do to help make your event a success

'X' below what your needs are, availability will determine if KSE can support specific requests:

- Endorsement Letter
- KidSport Branded Digital Promotional Poster
- KidSport Pop-up Banner
- Photo opportunity with KidSport's big cheque
- Booth/table set up
- KidSport Branded swag items
- KidSport Representative to speak at the event
- KidSport Ambassador to speak at the event
- Item for a Silent Auction (note: KSE is not responsible for distributing silent auction items)
- Website specific to fundraiser to collect donations
- Social Media Promotion. If yes, please send image with the write up for KSE to post, including social accounts to tag: _____

Volunteers. If yes, how many volunteers do you require and what will they be doing? _____

Tax receipting. If yes, share in detail what tax receipts are required for and if applicable see Attachment A, someone from the organization will connect with you: _____

AGLC license for 50/50 or raffle (AGLC requires reporting paperwork submitted within 30 days of event). If yes, someone will connect with you to confirm details to secure an AGLC license.

Agreement

On behalf of _____, I agree with the KidSport Third-Party Fundraising Agreement + Terms & Conditions outlined above.

Name: _____ Signature: _____ Date: _____

KIDSPORT STAFF USE ONLY: Agreement Approval

Name: _____ Signature: _____ Date: _____

KIDSPORT STAFF USE ONLY: Tax Receipting Approval

Name: _____ Signature: _____ Date: _____



Attachment "A"

What is a gift (donation)?

Canada Revenue Policy Statement: At law, a gift is a voluntary transfer of property without consideration.

Sponsorship

Sponsorship occurs when a business makes a donation to a charity and in return receives advertising or promotion of its brand, products, or services. Tax receipts cannot be issued for sponsorships. However, the cost of the sponsorship to the business is generally considered a tax-deductible business expense, which is typically as attractive to a business as a donation receipt.

Split Receipting

When a donor makes a gift to a charity and receives something in return ("advantages") the charity can sometimes issue a charitable tax receipt for part of the value of the gift. This is called split receipting. Situations in which a donor might receive an advantage include fundraising events i.e., dinners or cocktails; silent or live auctions; concerts, shows, or sporting events (for example, golf tournaments.) Subject to a number of limitations, the general approach can be described as:

- *Value of gift - value of advantage = Amount of receipt*
- Advantages that are both \$75 or less in value and less than 10% of the value of the gift can be ignored when determining the amount of the tax receipt, and a tax receipt may be issued for the full amount of the gift (CRA refers to this provision as a *de minimis* threshold);
- Large advantages mean that no tax receipt can be issued. Specifically, if the value of the advantage is more than 80% of the value of the gift, then no receipt may be issued for the gift.

References

- <http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/csp/csp-g01-eng.html>
- <http://charitytax.imaginecanada.ca/glossary/2#term20>
- <http://charitytax.imaginecanada.ca/topics/gifts-receipting/split-receipting/rules-split-receipting>

Split Receipting Situations & Information REQUIRED

A.) Fundraising Event Cost per ticket \$ _____

Possible advantages:

- o Complimentary Items (retail price) \$ _____
- o Meal (retail price, excluding GST & gratuities) \$ _____
- o Door Prize (total value is divided by the number of attendees) \$ _____
- o Number of tickets sold if there are door prizes _____

B.) Golf Tournament Entry fee \$ _____

Possible Advantages:

- o Green fees (normal non-member fees) \$ _____
- o Car rental (regular cost) \$ _____
- o Meal (retail price, excluding tax and gratuities) \$ _____
- o Complimentary items (retail price) \$ _____
- o Door and achievement prizes (total value is divided by the number of attendees) \$ _____
- o Number of attendees if there are door and achievement prizes _____

C.) Hockey Tournament Entry fee \$ _____

Number of participants _____

Total Ice rental expense \$ _____

Possible Advantages:

- o Ice rental (total expense is divided by the number of participants) \$ _____
- o Meal (retail price, excluding tax and gratuities) \$ _____
- o Complimentary items (retail price per item) \$ _____
- o Door and achievement prizes (total value/number of attendees) \$ _____