



Third Party Fundraiser Application and Guidelines

Thank you for your interest in raising funds for Villa Cathay Care Home. Villa Cathay Care Home is a non-profit organization that strives to create a home-like environment where elderly residents can find comfort, respect and dignity, and where quality individualized professional care is provided.

Please complete and return your application at least 1 month prior to your event. Please note that applications are approved for a maximum of 12 months. The application form can be sent by email to ktiney@villacathay.ca, by fax at 604-254-5230, or by mail to:

Kyle Tiney, Director of Philanthropy
Villa Cathay Care Home
970 Union Street
Vancouver, BC V6A 3V1

Contact and Event Information

Event Organizer: _____

Contact Person: _____

Address: _____ Prov: _____ PC: _____

Telephone: _____ Fax: _____

Email: _____ Web Address: _____

Type of Event: _____

Event Name: _____

Date : _____ Time : _____ Location : _____

Please describe your event briefly:

Financial Information (if applicable)

Will you be issuing tax receipts as part of your fundraising event: Yes No

Please note that tax receipts are issued according to Canada Revenue Agency Guidelines. If you are offering tax receipts, this must be pre-approved by Villa Cathay Care Home.

Estimated gross revenue from the event: \$ _____

Estimated expense from the event: \$ _____

Estimated donation to Villa Cathay Care Home: \$ _____

Have you planned or executed a similar event previously?

Yes No

If Yes, for Whom: _____ When: _____ Total Funds Raised: \$ _____

Will other charitable organizations benefit from this event? Yes No

If Yes, please list: _____ Percentage of proceeds: _____

Public Relations Information (if applicable)

How will you be publicizing/advertising this event?

Please note that all promotional materials must clearly state that you are hosting/organizing a fundraising initiative benefiting Villa Cathay Care Home. All promotion materials for your event MUST be approved by Villa Cathay Care Home prior to distribution.

GUIDELINES – Please read carefully

1. A Third Party Fundraiser is an initiative or event which is organized and executed by a third party independent from the Villa Cathay Care Home, such as Pledge-a-thons, Dinners and Auctions, Tournaments, Event Ticket Sales, Product Sales and Cause Marketing.
2. A Third Party Fundraiser Applicant must await approval from Villa Cathay Care Home prior to proceeding with the initiative.
3. The Villa Cathay Care Home Name and Logo are the sole property of the Villa Cathay Care Home and can only be used with Villa Cathay Care Home’s expressed written permission.
4. All printed materials must clearly state proceeds will benefit Villa Cathay Care Home.
5. Proceeds to Villa Cathay Care Home must be remitted within 30 days of the event.
6. The applicant is responsible for any financial cost and no costs will be incurred by Villa Cathay Care Home unless otherwise agreed to in writing prior to commencement of the initiative.
7. The applicant is responsible for ensuring liability insurance is in place.
8. Tax receipting complies with Canada Revenue Agency and Villa Cathay Care Home policy.
9. The applicant is responsible for: recruiting and managing volunteers, event advertising (ticket sales, press releases, flyers, etc.), creating a budget, all expenses incurred, event sponsorship and/or solicitation.
10. Villa Cathay Care Home does not support initiatives that pose a health hazard, solicit door-to-door or solicit through telemarketing. Fundraising initiatives must be consistent with the positive image of Villa Cathay Care Home.
11. Villa Cathay Care Home reserves the right to withdraw approval of an initiative, at any time, should it not comply with the values and fundraising guidelines of Villa Cathay Care Home, or differs, in any way, from the original fundraising application.
12. Villa Cathay Care Home does not trade, sell or exchange in any way, databases or lists of biographical information and abides by the Freedom of Information and Protection of Privacy Act.

**I have read and understand the Application and Guidelines.
I agree to abide by the terms as set out above by Villa Cathay Care Home:**

Signature of Organizer

Print Name

Date