



## Independent Fundraising Agreement

Fundraising is a great way to support Brigadoon Village and we are sincerely grateful for the support we receive from individual and community organizations. Due to limited staff time, Brigadoon must commit its resources to signature events and responsibilities. By taking on a fundraiser, a third-party assumes the responsibility of creating a successful event without assistance from Brigadoon. We can help promote the event on our social media channels as well as provide a free online tool for you to collect donations with little administrative burden. Use your imagination to come up with your own unique fundraiser!

In interest of protecting Brigadoon's charitable status, it is mandatory for organizers to adhere to the following:

- The organizers must be in good standing with the community and align with the mission and values of Brigadoon;
- The nature of the event, and the way it is marketed, must be in good taste and must not negatively impact the reputation of Brigadoon;
- All media and public communication mentioning Brigadoon, our mission, work and logo must be approved by our Marketing & Communications Officer;
- The organizers must discuss in advance of the event how proceeds will be forwarded to Brigadoon and how charitable receipts will be issued;
- A donation of \$20.00 or more (accompanied with full donor information) solicited on our behalf is fully tax deductible only when it is made directly and entirely to Brigadoon Village. This information must be made explicitly clear in promotion of the event;
- Prospective event participants must be aware of the amount that will be directed to the organization from each sale or donation and how that money will be used;
- As recommended by fundraising guidelines, no more than 25% of gross revenue generated should be used to cover expenses;
- The organizers must submit a detailed financial breakdown of all expenses and revenues within 30 days following the event. If all money has not been collected, the organizer will update Brigadoon monthly until funds are received and processed;
- If you aim to run an annual event, it must be approved each year;
- Brigadoon is not financially liable for any expenses related to third-party fundraisers. Only the final net proceeds will be processed by Brigadoon.

# Independent Fundraising Agreement

## Contact Information

Name of Organization/Individual : \_\_\_\_\_

Contact Name : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Telephone : \_\_\_\_\_

Email : \_\_\_\_\_

## Fundraiser Information

Name of fundraiser : \_\_\_\_\_

Date(s) of fundraiser : \_\_\_\_\_

Location of fundraiser : \_\_\_\_\_

Description of fundraiser : \_\_\_\_\_

Will any other charities receive proceeds from your fundraiser?

Yes  If yes, please provide their contact information: \_\_\_\_\_

No  \_\_\_\_\_

## Marketing Information

How will you be advertising your fundraiser?

Will you require Brigadoon's logo?

Yes  If yes, how do you plan to use the logo? \_\_\_\_\_

No  \_\_\_\_\_

## Agreement

I, \_\_\_\_\_ (Organization/Individual name), have read and will adhere to Brigadoon's Independent Fundraising Guideline. I/we the organizers, agree to indemnify and forever save Brigadoon Village harmless from and against any and all action, causes of actions, claims, damages, losses, expenses, costs (including legal fees), charges and liabilities arising out of or in connection with the management and holding of the event for Brigadoon Village. By completing this form, you have read and will adhere to Brigadoon's Independent Fundraising Agreement.

Organizer Signature: \_\_\_\_\_ Date (year/month/day): \_\_\_\_\_

Print Name: \_\_\_\_\_

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**Approval Signature:** \_\_\_\_\_

Please return the signed and completed form to Brigadoon by email to:

**lynn@brigadoonvillage.org**

**Please allow 2-3 business days to receive approval**

Mail: 5523A Young Street, Hydrostone, Halifax, NS B3K 1Z7

**Thank you for giving extraordinary kids a chance to be ordinary!**