



## Third Party

### Event Proposal Form

Thank you for considering Wellspring as you plan your upcoming fundraising event. If you would like to host an Independent Fundraising Event to benefit Wellspring, please complete and submit this Third Party Event Proposal Form, for approval 60 days prior to your event. Once your fundraiser has been officially approved, a signed copy of the attached agreement form will be forwarded to you along with additional information to help you get started with your fundraising and event planning.

#### Contact Information

Name of Contact / Organization / Group (as applicable):

\_\_\_\_\_

Please circle the category that best describes you:

Corporation    School    Community    Service Club    Individual    Other

Name of Primary Contact person:

\_\_\_\_\_

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

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City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

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

#### Event Information

Event Name: \_\_\_\_\_

Anticipated Event Date and Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

**Note - Funds will be directed to Wellspring London**

Please describe your event and how the funds will be raised (i.e. ticket sales, raffle, auction, pledges, online fundraising, proceeds from sales, etc.). Use additional sheet if needed.

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**Affiliation with Wellspring**

Are you a (circle all that apply):    Member    Volunteer    Program Leader    Other

How did you hear about Wellspring?

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**Financial Information**

Please provide us with your best estimates of the following general budget information.

Total Expected Revenue: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_ Anticipated

Net Revenue: \$ \_\_\_\_\_

Amount/Percentage of Net Revenue to be donated to Wellspring: \_\_\_\_\_

Date contribution to Wellspring is expected: \_\_\_\_\_

Will supporters expect tax receipts for their contribution to your fundraising activity?  
(please circle)    Yes            No

**Support Provided by Wellspring**

At the discretion of Wellspring, we would be pleased to provide you with a small supply of promotional materials for your event.

Please indicate if you would like to use our:    Informational brochures and/or  
Donation forms

Would you like your fundraiser listed on our online events calendar or shared on social media?

(please circle)    Yes            No

In order for us to fulfill your requests for support, **60 days' notice is preferred.**

## Marketing / Publicity Information

Will media be attending the event? (please circle) Yes No

Will promotional materials, such as flyers, posters or advertisements be printed?  
(please circle) Yes No

Do you plan to use of our Wellspring logo? (please circle) Yes No

**Please note: All promotional materials to be developed using the Wellspring name or logo must be approved by the Director of Development**

## Terms and Conditions

Third Party Fundraising Events are a very important component of the fundraising activities at Wellspring. In addition to funds raised, these events help create awareness and bring new support to our organization.

In order to ensure Third Party Fundraising Events have a positive impact on Wellspring's public image, we fully expect that all individuals and organization will adhere to the following guidelines when fundraising on Wellspring's behalf:

1. The Wellspring name and / or logo cannot be used to promote a fundraising event without prior approval by Wellspring.

**Unauthorized use is prohibited.** All materials bearing the Wellspring logo / name must be submitted in advance of the approved event prior to printing and/or publishing.

2. Wellspring cannot support and / or endorse any alcohol or gaming events not sanctioned by the Alcohol and Gaming Commission of Ontario (AGCO). Event organizer(s) is / are solely responsible for procuring any required licenses or permits, as outlined by AGCO or local governments or bodies.

3. Official tax receipts will only be issued in accordance with CRA guidelines. The final decision to issue official tax receipts is discretionary and rests solely with Wellspring.

4. Event expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by Wellspring.

5. Accurate accounting of your event must be kept. Wellspring will not be responsible or liable for any expenses incurred for a fundraising event.

6. All funds and financial accounting must be submitted to Wellspring no later than 30 days after the event.

7. Fundraising events should not conflict with the mission of Wellspring (if unclear, please contact Wellspring to discuss).

8. You must provide all staffing and volunteers for your event and also employ your own mailing / contact list(s) for your fundraising event. Wellspring cannot share its donors lists or information.

9. Wellspring cannot necessarily host and event, solicit donations or sell tickets on its property. Wellspring can provide some support through promotion on site.

10. You must obtain any necessary permits, licenses and insurance for the fundraising event.

11. Notify Wellspring if the fundraising event is cancelled prior to the planned event day.

12. Wellspring reserves at any time the right to withdraw the use of its name and / or logo.

## Privacy Statement

We respect your privacy. Wellspring collects your personal information in order to process your request to organize a fundraising event for Wellspring and will not use such information for any purpose other than that stated.

**I have read and agree to follow Wellspring's Third Party Event Proposal Guidelines.**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Organizer)

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Wellspring)

Thank you for submitting your completed Third Party Event Proposal Form. It will be reviewed upon receipt and you will be contacted by Wellspring. Please forward this completed and signed form to:

Karen Weber  
Community Engagement & Events Associate  
Wellspring London  
382 Waterloo Street, London ON N6B 2N8  
519-438-7379  
[karen@wellspringlondon.ca](mailto:karen@wellspringlondon.ca)

Additional Notes if required