



Youth Empowerment & Support Services Community Event Application Form

Thank you for offering to host a fundraising event on behalf of YESS! We are so grateful for your support and we couldn't "do what we do" without you! In order to help you put on the best event possible to raise funds for our organization, all events conducted by members of the community are subject to managerial approval and/or policies and procedures. This includes regular events for which you are designating us as beneficiary this one time, or new events you are creating for the purpose of assisting us.

Below you will find a short form with a few questions that we require 3rd party event organizers to fill out. If you have any further questions, please don't hesitate to ask!

Name of Individual/Organization: _____

Address: _____

City: _____ **Prov:** _____ **Postal Code:** _____

Phone: _____ **Email:** _____

Date: _____ **Time:** _____ **Location:** _____

Proposed Income: _____ **Expenses:** _____

Expenses Covered by: _____ **Net Revenue:** _____

Private/Public Event: _____ **Admission Fee:** _____

Donations (Yes/No): _____

Tax Receipts (Available for over \$10): _____

Other Benefitting Charitable Organizations: _____



- **Please provide some details about the event (Event name, type, audience etc.):**

- **Do you need a YESS representative, volunteers, or other YESS resources?**

- **If you would like promotion on our website, please write an “Ad” for this initiative:**

- **How will you be promoting this initiative:**

Please note that tax receipts are issued in accordance with Canada Revenue Agency regulations. Please confirm with YESS that contributions are eligible for receipts before promising tax receipts to your participants and donors.

Guidelines



- 1) A community fundraising event is an initiative that is organized and executed by a group independent of Youth Empowerment & Support Services (YESS).
- 2) A community fundraising event application must await approval from YESS prior to proceeding with the initiative.
- 3) The YESS name and logo are the sole property of YESS and can only be used with expressed written permission and within brand guidelines.
- 4) The applicant is responsible for any financial costs and no costs will be incurred by YESS.
- 5) The applicant is responsible for ensuring liability insurances are in place.
- 6) Tax receipting complies with Canada Revenue Agency and the YESS policies. Requests for tax receipts must be submitted along with application for approval.
- 7) Please advise YESS of any schedule changes or cancellations.
- 8) The applicant is responsible for: recruiting and managing volunteers (unless applicant and YESS have agreed to involve YESS volunteers); event advertising (ticket sales, press releases, flyers, etc.); creating a budget; all expenses incurred; event sponsorship and/or solicitation.
- 9) YESS does not support initiatives that pose a health hazard, solicit door-to-door, solicit through telemarketing or utilize vending machines.
- 10) Fundraising initiatives must be consistent with the beliefs, principles, mission and positive image of YESS.
- 11) YESS reserves the right to withdraw approval of an initiative, at any time, should it not comply with the values and fundraising guidelines of YESS, or differs, in any way, from the original fundraising application.
- 12) YESS 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 and that all funds collected must be transferred to YESS no later than 45 days' post event. I agree to abide by the terms as set out above by YESS:

Signature: _____

Initials: _____

Date: _____