



Third Party Events Policy, Criteria and Guidelines

A third party event is a fundraising initiative organized and funded by a community group, club, business or individual(s) who wish to raise money on behalf of a particular registered charity (“Third Party Event”).

The following policy was created for the purpose of establishing guidelines and roles for the Ontario REALTORS Care® Foundation and Third Party Event organizers to ensure that all events undertaken in support of the Ontario REALTORS Care® Foundation are successful and a positive reflection of the Ontario REALTORS Care® Foundation. This policy does not apply to Ontario real estate boards.

The Ontario REALTORS Care® Foundation recognizes and appreciates the significant contributions of community organizers and individuals who hold events on its behalf. Third Party events help to not only generate revenue for the Ontario REALTORS Care® Foundation but also raise public awareness of the role the Ontario REALTORS Care® Foundation plays in assisting shelter based organizations across the province.

The Ontario REALTORS Care® Foundation reserves the right to refuse involvement in any event that does not meet with its express approval. The Ontario REALTORS Care® Foundation reserves the right to relinquish support of any Third Party Event that does not abide by the policies, criteria and guidelines herein expressed in this policy, without any liability or obligation.

Criteria:

The Program Manager of the Ontario REALTORS Care® Foundation will approve the third party fundraising event with the Third Party Event Organizer based on the Ontario REALTORS Care® Foundation’s satisfaction with the following:

1. The Ontario REALTORS Care® Foundation requests one – two months advance notice of Third Party Events. Each Third Party Event Organizer is required to complete the attached Third Party Events application and return it no later than a month before the event for approval.
2. Consistency of the Third Party Event with the Ontario REALTORS Care® Foundation’s mission statement and values.
3. Positive marketing/public relations exposure for the Ontario REALTORS Care® Foundation.

Guidelines:

For approved Third Party Events, the Third Party Event Organizer and the Ontario REALTORS Care® Foundation are required to adhere to the following guidelines:

1. The Ontario REALTORS Care® Foundation Name and the Ontario REALTORS Care® Foundation & For Sale Sign Design Mark

The Ontario REALTORS Care® Foundation is required to maintain brand integrity and consistency in dealing with the public and to use the Ontario REALTORS Care® Foundation & For Sale Sign Design Mark (the “Logo”) in particular ways. The Ontario REALTORS Care® Foundation asks Third Party Event Organizers to follow these branding guidelines:

- Ontario REALTORS Care® Foundation Name – in any reference to our name please identify the Ontario REALTORS Care® Foundation by its full and proper name.

- Promotional Materials – the Ontario REALTORS Care® Foundation has final approval of all promotional materials including brochures, flyers, advertisements, social media, public and media communications.
- Ontario REALTORS Care® Foundation will place the Logo only on such materials and its name on such joint promotional materials it approves and the Ontario REALTORS Care® Foundation's use of the Logo and name must be in accordance with its obligations on their use.

2. Donations and Sponsorships

The Third Party Event Organizer upon request will provide the Ontario REALTORS Care® Foundation with a list of final sponsors who have donated to or sponsored the event. The Ontario REALTORS Care® Foundation will have approval of all sponsors and will not be responsible for soliciting sponsors or providing contacts for sponsorships on behalf of the Third Party Event Organizer.

3. Lottery Licenses (including raffles, 50/50 Sales and licenses).

Third party events involving licenses and fees must conform to government laws and regulations (federal, provincial and municipal). It is the sole responsibility of the Third Party Event Organizer to fill out and submit all such applications and ensure compliance with all laws. The Third Party Event Organizer will be responsible to pay the fees for said licenses and is responsible for filing post event forms/reports. The Ontario REALTORS Care® Foundation requires adequate time to review such licenses.

By law, any Gaming requires a license, which is regulated by the Alcohol and Gaming Commission of Ontario. For more information about Gaming laws in Ontario, please visit: <http://www.agco.on.ca/>

4. Liquor License

The Third Party Event Organizer is responsible for obtaining a Special Occasion Permit (SOP) liquor license from the Liquor Control Board of Ontario (LCBO) if the venue where the event is being held is not running the bar. The liquor license must be obtained and held by the person(s) holding the event. Please check with the LCBO in respect of any liquor license requirements. Any liquor license requirements must be strictly adhered to by the Third Party Event Organizer. The Third Party shall obtain a Party Alcohol Liability Insurance Policy a minimum of seven days prior to the event of with a minimum coverage of not less than \$5 million. The policy shall name the Ontario REALTORS Care® Foundation and OREA as additional insureds. The Third Party Event Organizer shall provide a copy to the Ontario REALTORS Care® Foundation upon request.

5. Staffing and Volunteers

The Third Party Event Organizer is responsible for providing all staffing and recruitment of volunteers for the event. The Ontario REALTORS Care® Foundation is not liable for any injuries sustained by event volunteers or participants related to a Third Party Event and cannot assume any type of liability for the event.

The Ontario REALTORS Care® Foundation staff and volunteer participation should be minimal. The Ontario REALTORS Care® Foundation will be pleased to have the information available regarding the event including how to purchase tickets, but will not be responsible for actively participating in any ticket sales.

6. Insurance



The Ontario REALTORS Care® Foundation is not responsible for obtaining or covering the cost of insurance for Third Party Events. At any time prior to the event the Ontario REALTORS Care® Foundation in its sole discretion, may request the Third Party Event Organizer obtain commercial general liability insurance with a minimum coverage of not less than \$5 million for the event. The policy shall name the Ontario REALTORS Care® Foundation and OREA as additional insureds. Where the Ontario REALTORS Care® Foundation requests insurance, a certificate of insurance, in a form acceptable to the Ontario REALTORS Care® Foundation, as evidence of insurance will be required and provided to the Ontario REALTORS Care® Foundation prior to the event.

7. Accountability

The Third Party Event Organizer will provide a periodic status reports on an agreed upon basis and provide reasonable written notice of any Third Party Event cancellation. The Third Party Event Organizer will be responsible for any financial losses or unsettled accounts. For events that are large in size or pose any additional risks, the Ontario REALTORS Care® Foundation may request an indemnity.

The Third Party Event Organizer will not name the Ontario REALTORS Care® Foundation in any of their contracts without the written consent of the Ontario REALTORS Care® Foundation. The Third Party Event Organizer will not execute any contracts on behalf of the Ontario REALTORS Care® Foundation.

8. Photographs or Videos from Events

The Ontario REALTORS Care® Foundation reserves the right to display any photographs or video footage from individuals participating in events or Third Party Events that may be displayed on the Ontario REALTORS Care® Foundation website, Facebook page, twitter, bulletin boards, posters, brochures and/or promotional materials.

9. Tax Receipts

The Ontario REALTORS Care® Foundation may provide receipts for income tax purposes, for donations paid directly to the Ontario REALTORS Care® Foundation. The receipt will be issued in the name of the direct donor. The Ontario REALTORS Care® Foundation reserves the right, in its sole discretion, to issue or refuse to issue any receipts. A tax receipt can only be issued for the actual amount of the donation received.

The Third Party Event is an event operated by the Third Party Event Organizer. It is not operated by Ontario REALTORS Care® Foundation and its expenses are not those of the Foundation. There is no opportunity for the Third Party Event expenses, even if donated by someone to the Third Party Event or its organizer, to be recognized by an income tax receipt. Typically, the Third Party Event is able to generate a net surplus, and that net surplus is donated to the Ontario REALTORS Care® Foundation by the Third Party Event Organizer. An income tax receipt in that amount can be issued to the Third Party Event Organizer.

10. All cheques are to be made payable to: Ontario REALTORS Care® Foundation.

11. For more information contact:

Stephanie O'Brien
Program Manager

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Charitable No. 11906 8286 RR0001





Third Party Events Application

Date of Submission: _____

Name of Group/Company/Individual Hosting the Event: _____

Contact Person: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone #: _____ Fax #: _____

E-mail: _____

Event Name: _____

Date of Event: _____

Briefly describe the event: _____

Location: _____

Is the event open to the public: _____ What is the anticipated attendance: _____

What support items are required of the Ontario REALTORS Care® Foundation:

Do you require a representative from the Ontario REALTORS Care® Foundation to attend:

If so, what role would the Ontario REALTORS Care® Foundation representative play:

Is the Ontario REALTORS Care® Foundation the sole beneficiary of this event:

If not please list other benefactors: _____

Will you be requesting tax receipts from the Ontario REALTORS Care® Foundation:

Other (please specify): _____

I have read the attached Third Party Events Policy, Criteria and Guidelines and agree to adhere to them in regards to holding the proposed event to benefit the Ontario REALTORS Care® Foundation. By publicly advertising the Ontario REALTORS Care® Foundation as the recipient of the proceeds of this event, I agree to provide the full amount of the proceeds within 30 days of the event.

Signature of Applicant: _____ Date: _____

