

Application

Thank you for thinking of the Greater Victoria Housing Society (GVHS) for your fundraising. If you (or your organization) wish to host an Third Party Fundraising Event to benefit the GVHS, we request that you submit a completed application to the Society for approval. Please email, mail, fax or bring this form to the GVHS office.

Once your fundraiser has been officially approved, a signed copy of the attached agreement form will be forwarded to the event organizer along with additional information to help you get started with your fundraising.

PLEASE NOTE: This application must be approved by the GVHS prior to publicizing or holding your fundraiser.

CONTACT INFORMATION

Name of Organization (if applicable): _____

Please select the category that best describes you:

Corporation School Community Service Club Individual

Name of Primary Contact person: _____

Title (if applicable): _____

Mailing Address: _____

City: _____ Postal Code: _____

Home/Mobile Phone: _____ Business Phone: _____

Fax Number: _____ Email: _____

EVENT INFORMATION

Event Name: _____

New Returning

Event Date: _____ Event Location: _____

What inspired you to hold this event?: _____

Please describe your event and how the funds will be raised (i.e. ticket sales, raffle, auction, pledges, proceeds from sales).

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 given to the GVHS*: _____ Date contribution to GVHS is expected: _____

**Please list names of all beneficiaries and breakdown of proceeds to each, if funds from your event will be shared.*

Would you like tax receipts to be issued for your fundraising activity? Yes No

Will you be engaging in any gaming activities?

Raffle 50/50 Draws Bingo Other: _____

SUPPORT PROVIDED BY THE GREATER VICTORIA HOUSING SOCIETY

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

Please indicate which of the following you would like to receive:

GVHS Informational brochures Donation forms GVHS Banner Event Poster
Template

Would you like your fundraiser listed in our online events calendar? Yes No

In order for us to fulfill your requests for support, at least 2 weeks' notice is preferred.

MARKETING/PUBLICITY INFORMATION

Briefly describe how you will advertise/market your fundraising event: _____

Will promotional materials, such as flyers, posters or advertisements be printed? Yes No

Would you like to request the use of our Proud Supporter Logo? Yes No

Proud Supporter



Partial proceeds support
the Greater Victoria Housing

PRIVACY STATEMENT

We respect your privacy. The Society collects your personal information in order to process your request to organize an event for the GVHS. We may also contact you from time to time with information about other ways you can help us in providing affordable housing. If you prefer not to receive this kind of communication from us, or for more information about our privacy practices, visit www.greatervichousing.org or call (250)384-3434, or email info@greatervichousing.org.

THIRD PARTY FUNDRAISING EVENTS POLICIES

Third Party Fundraising Events are a very important component of the fundraising activities of the GVHS. Beyond the funds raised, these events help create awareness about the Society and bring new support to our organization.

In order to ensure Third Party Fundraising Events have a positive impact on the Society's public image, the following policies must be followed:

1. GVHS logos are registered trademarks; unauthorized use is prohibited. All materials bearing the GVHS name and/or Proud Supporter Logo must be submitted to the Society's office prior to printing.
2. All event advertising must clearly indicate the exact portions of proceeds to be donated to the GVHS.
3. Official tax receipts will only be issued in accordance with CRA guidelines. The final decision to issue official tax receipts rests with the GVHS.
4. Event expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by the GVHS.
5. If there is to be any gaming activities at your event (i.e. raffle, bingo or 50/50 draw), a gaming license is required by law. The licensing process may take up to 10 days to complete. Application can be made online at www.pssg.gov.bc.ca/gaming. Please contact the Gaming Office at 1-800-663-7867 to discuss your gaming proposal prior to applying.
6. The GVHS does not approve the following types of fundraising:
 - Programs that involve professional fundraisers, telemarketing and/or an agreement to raise funds on a commission, bonus or percentage basis (with the exception of cause-related marketing programs developed with corporate partners).
 - Third-party fundraising aligned with a corporation whose mission is in conflict with our organizational priorities.
7. The Society's special event insurance policy does not extend to this event. Third party fundraisers are required to arrange for appropriate insurance coverage for the event. By accepting the terms and conditions set forth in this application, the event organizer clearly understands that they are accepting responsibility for claims that may arise as a result of their event.

AGREEMENT FOR THIRD PARTY FUNDRAISING EVENT BENEFITING THE GREATER VICTORIA HOUSING SOCIETY

I, _____ (the Organizer) agree to organize and implement a third party fundraising event on _____ (date) with previously specified proceeds to benefit the GVHS. The Third Party Fundraising Event shall be described and referred to publicly as follows:

The Organizer agrees to use only the authorized name and/or logo of the GVHS in any media and printed materials relating to their event (if name and/or logo are to be used).

No cost or liability associated with this event shall be incurred by the GVHS.

The GVHS agrees to provide the Organizer with recognition commensurate with the level of giving.

The Organizer will provide staffing and volunteers for their fundraising event.

The Organizer agrees to use its own mailing list for the special event.

The Organizer will obtain all necessary permits, licenses and insurance.

The Organizer agrees to follow the GVHS tax receipting policies that adhere to Canada Revenue Agency standards.

The GVHS reserves at any time the right to withdraw the use of its name.

If the fundraiser is cancelled, the Organizer will notify the GVHS prior to the planned event day.

Signed: _____ Print Name: _____ Date: _____
(Organizer)

Signed: _____ Print Name: _____ Date: _____
(Greater Victoria Housing Society)

1 – 772 Bay St.
Victoria, BC V8T 5E4

Phone: (250)384-3434
FAX: (250)386-3434

email: info@greatervichousing.org
WEB: www.greatervichousing.org