**Third-party Fundraising Memorandum of Understanding**

Thank you for considering Making Changes Association as the beneficiary of your upcoming event. We truly appreciate your efforts to help us empower women, those who identify as women, and teen girls to achieve economic independence as they attend school, gain employment, or re-enter the workforce. We are fortunate to receive numerous inquiries and proposals from companies, individuals and other groups who would like to support Making Changes; however, due to the size of our staff and limited resources, we are unable to be fully involved in all the events that come to us. Enclosed you will find an application to host a third-party event, as well as some general guidelines. Our brand name and logo are our greatest assets, and in order to protect and maintain them we must be fully aware of their usage by other partners.

**Policies and Procedures for Third-party Fundraisers**

**In-Kind Drive Events**

We are happy to provide you with promotional materials, use of our logo and/or name on your own promotional items, and donation receipts after the event (tax receipts can be issued for any monetary donations to Making Changes Association over $25).

The event organizer shall be responsible for:

1. For monetary donations and tax receipting collecting guest names, addresses, emails, and amount donated if donations are collected at the event. (Making Changes can also provide a link/QR Code to an online donation page to collect this information and issue tax receipts).
2. Collecting and management of any sponsorship related funding for the event.
3. Collection of donated items.
4. Shipping or delivering donated items to Making Changes Association.

**Making Changes Association Restrictions**

* Depending on availability of staff, Making Changes Association cannot guarantee a representative at your event.
* Making Changes Association is not responsible for promotion of your event but will help promote the fundraiser or event through our social media channels.
* Making Changes Association’s tax-exemption shall not be extended to any third-party event vendors.

**Promotion and Logo Usage**

* Making Changes Association will provide the logo in a .jpg or .eps format to the event organizer.
* Making Changes Association must review and approve all promotional materials prior to production or distribution including, but not limited to, press releases, invitations, brochures, letters, and flyers.
* The Making Changes Association logo may not be altered in any way.
* All third-party events must be promoted or conducted in a manner to avoid the appearance that Making Changes Association is endorsing any product, firm, organization, or service.
* All promotion of the event must not indicate the event is hosted by Making Changes Association.
* Making Changes Association may provide the third-party event with promotional materials for the night of the event.

**Financial Guidelines**

Making Changes Association will in no way be responsible for any expenses or payments related to the event. Under no circumstances will third-party event expenses flow through Making Changes Association. In the event that Making Changes Association’s donation is dependant on ticket sales or net proceeds, the association will receive a complete accounting of all funds collected and expenses related to the event within 30 days of the event.

**Applicable Laws**

As a third-party partner of Making Changes Association, you are responsible for ensuring that you comply with all applicable laws in regard to your upcoming event. This includes, without restriction, complying with laws relating to the privacy, collection, disclosure or use of personally identifiable information, including the *Personal Information Protection and Electronic Documents Act* (Canada), S.C. 2000, c.5, and other similar legislation applicable in other jurisdictions, and the transmission of electronic messages, including the Canadian legislation known as *Canada’s Anti-Spam Law*, S.C. 2010, c. 23 (Canada), and other similar legislation applicable in other jurisdictions. You further agree to indemnify, defend and hold harmless Making Changes Association for any failure to comply with such laws.

**Event Contact Information**

Please complete the following pages with event details and return to Making Changes Association at [execdirector@makingchangesassociation.ca](mailto:execdirector@makingchangesassociation.ca) .

**Third-party Fundraising Memorandum of Understanding**

I understand and agree to the terms outlined in pages 1 and 2 of this agreement. I also agree to update the involved parties if any of the details noted below change.

|  |  |
| --- | --- |
| **THIRD PARTY EVENT DETAILS** | |
| Contact Person (First & Last Name) |  |
| Contact Mailing Address: |  |
| Contact E-mail: |  |
| Contact Phone: |  |
| Event Name: |  |
| Event Date: |  |
| Event Time: |  |
| Event Location: |  |
| Event Description: |  |
| Donation will be | In-Kind (clothing, accessories, etc.)  Financial Donation  Both |
| Is there a guaranteed donation amount? | No  Yes - If yes, please indicate how much: |
| Other Details to Note About Donation(s): |  |
| **MAKING CHANGES ASSOCIATION DETAILS**  **(to be completed by Making Changes Association)** | |
| Contact Person (First & Last Name) |  |
| Mailing Address: | 6516 – 1A Street SW, Calgary, AB T2H 0G6 |
| Contact E-mail: |  |
| Contact Phone: |  |
| Making Changes Event Obligations | * Xx * xx |
| Other Details to Note: |  |

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Event Organizer Signature Making Changes Association Signature

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Date Date