



## Third Party Event Guidelines & Requirements

Thank you for choosing the Nanny Angel Network as a beneficiary of your fundraising event. The Nanny Angel Network (NAN) is a registered charity providing free, specialized, in-home childcare for mothers with cancer around the GTA and Kingston. We care for children 16 and under and provide compassionate support to families throughout the cancer journey, including treatment, recovery, palliative care or bereavement.

Community support is key to our success and we recognize the effort it takes to organize and hold an event on our behalf. We are grateful for our generous supporters who help make our work possible and for the many volunteers who help make our events a reality. Your efforts will bring support to even more mothers with cancer.

In order for us to assist you in helping your event run smoothly, we have created this “Event Guidelines & Requirements” document for fundraising events held on behalf of the Nanny Angel Network. We ask that you read these guidelines carefully, especially the section regarding tax receipts. Please sign the bottom of page three and send to the Manager, Marketing, Communications & Events at [marketing@nannyangelnetwork.com](mailto:marketing@nannyangelnetwork.com). If you have any questions whatsoever, please contact us at 416-730-0025 x5.

Before you can associate your event with the Nanny Angel Network in any manner, please submit the Nanny Angel Network “Third Party Event Proposal Form” for approval. The Nanny Angel Network is pleased to provide the following assistance once your event has been approved:

- Advice and expertise on event planning
- Event listing on our online event calendar
- A support letter that validates the authenticity of the event/organizer (valid from date of issue until the event is complete)
- Information materials, including brochures and donation cards
- Social media promotion on our internal channels
- Attendance of a Nanny Angel Network representative, when appropriate and available

### **The Nanny Angel Network cannot provide the following:**

- Funding or reimbursement for event expenses
- Donor/sponsor contact lists
- Promotion/advertising of your event outside of our personal social channels
- Guaranteed attendance of staff or volunteers unless we otherwise agree in writing
- Applications for gaming licenses
- Prizes/auction items
- Tax receipts for cash or in-kind goods that were not directly received by the Nanny Angel Network



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### Other Requirements:

- Events require completion and approval of the “Third Party Event Proposal Form”
- Approval of any print/promotional materials by the Nanny Angel Network prior to being released
- The event organizer will obtain all necessary permits, licenses and insurance for their event
- All funds and tax receipt information (if approved to be issued) must be received within 30 days of events
- If the event is cancelled, please inform the Nanny Angel Network immediately
- The Nanny Angel Network maintains the right, at any time and for any reason, to request that the community event organizer cease use of the organization name in connection with the event, and the organizer shall use its best efforts to comply with the request
- The Nanny Angel Network will retain the right to review the financial statements and internal controls of the event at the request of our auditors
- The Nanny Angel Network will not assume any legal or financial liability related to a community event
- The Nanny Angel Network is not responsible for any damages, accidents, or any harm whatsoever to persons or property at a community event
- We ask that event organizer make clear to sponsors, participants, and the general public that the Nanny Angel Network is not conducting the event, but rather a beneficiary of the event

### Tax Receipting Requirements:

Should you require the Nanny Angel Network to issue tax receipts, it is imperative that you, as the third party, get all the information from your participants as NAN can only issue tax receipts for the amount of donations paid to NAN directly. A template document could be useful in this regard and the NAN office can provide this to you upon request.

It is your responsibility to communicate decisions surrounding tax receipting to the participants of the event. If you have any questions or concerns, please contact the CRA office (1-800-267-6999).

- Tax receipts cannot be issued to cover the costs of the event or other administrative expenses incurred by event organizers
- Tax receipts can be issued to individuals who make a donation without receiving a tangible item/benefit in return (i.e. dinner, chance to bid on items, entertainment, gift)



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**Tax Receipts will be issued provided, given the following requirements are met:**

- The Nanny Angel Network receives a statement showing event revenue and expenses
- The organizer ensures that the amount of money collected after expenses is sufficient to cover the amount of money for which receipts have been requested
- All CRA conditions are met

**Tax Receipts will not be issued for:**

- Purchase of tickets, green fees, or auction items
- In-kind goods donated to an event
- Donated services (hiring an entertainer, auctioneer)
- For sponsorship (as advertising/promotion is being received in return)\*
- Gift certificates donated by the issuer of the certificate

*\*A business gift letter can be issued for corporate supporters and sponsors as proof of contribution*

Full Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_