

Agreement for Special Event Benefitting the BC SPCA

_____, the **SPONSORING ORGANIZATION/INDIVIDUAL**, agrees to organize and implement a special event/program on _____ (date) to benefit the British Columbia Society for the Prevention of Cruelty to Animals (BC SPCA). The special event/program shall be described and referred to publicly as follows: _____

1. The **SPONSORING ORGANIZATION** agrees to use only authorized content in all media and printed materials relating to the special event if BC SPCA name or logo is used.
2. **NO COST OR LIABILITY** associated with the event shall be incurred by the BC SPCA.
3. The BC SPCA will provide the **SPONSORING ORGANIZATION** with recognition as warranted by the level of giving.

Special Events Policy

1. The **SPONSORING ORGANIZATION** agrees to handle any monetary transactions and to present the proceeds to the BC SPCA within 30 days following the event, or agreed upon date.
2. The **SPONSORING ORGANIZATION** will provide all staffing and volunteers for the special event.
3. The **SPONSORING ORGANIZATION** agrees to use its own mailing list for the special event.
4. The **SPONSORING ORGANIZATION** will obtain all necessary permits, licenses or insurance.
5. The **SPONSORING ORGANIZATION** agrees to follow the BC SPCA receipting policies that adhere to the regulations of Canada Revenue Agency.
6. The BC SPCA reserves the right to withdraw the use of its name and logo at any time.
7. The **SPONSORING ORGANIZATION** agrees to keep donor information confidential.
8. The **SPONSORING ORGANIZATION** agrees to act with fairness, integrity and in accordance with the law.
9. The **SPONSORING ORGANIZATION** agrees to cease contacting prospective donors who state that they do not wish to be contacted.
10. The **SPONSORING ORGANIZATION** agrees to immediately disclose any actual or apparent conflicts of interest or loyalty.
11. The **SPONSORING ORGANIZATION** agrees not to accept donations for purposes that are inconsistent with the organization's mission.

Independent Special Events Policies

Independent Special Events, or third-party fundraisers, are a very important component of the fundraising activities of the BC SPCA. Beyond the funds raised, these events create awareness and bring new support to the BC SPCA. In order to ensure third-party events have a positive impact on the public image, the following policies need to be followed:

1. The BC SPCA logo is a registered trademark, the use of which is restricted. All promotional materials, including advertising, point-of-purchase materials, tickets, and any other materials used by a sponsoring organization must be approved by the BC SPCA prior to use.
2. All potential donors and sponsors must be pre-approved by the BC SPCA through a clearance list before solicitation may occur.
3. Official tax receipts will only be issued in accordance with Canada Revenue Agency guidelines. The final decision to issue official tax receipts rests with the BC SPCA.
4. Whenever possible, the Society would appreciate receiving copies of written information or photographs for possible inclusion in the Society's publications.
5. BC SPCA **does not approve** of the following type of third-party event:

- a. Programs that involve a professional fundraiser, 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)
 - b. Vending machine sales
 - c. Any event at which animals are killed for food at event
6. Vegetarian or vegan food options must be made available at all third-party events at which food is served in order to meet the anticipated needs of participants. When animal products are served, event organizers are encouraged to use SPCA Certified, Certified Organic or other higher welfare products when possible.
7. Any third-party event held to benefit the BC SPCA should take caution not to promote or endorse any particular political party, candidate or politician, due to Canada Revenue Agency guidelines that prohibit registered charities from demonstrating political partisanship.
8. Guest attendees from the BC SPCA are to receive complimentary tickets or admission when invited to speak or attend an independent special event.

Signed: _____ **Date:** _____ **(Sponsor/Agent)**
Signed: _____ **Date:** _____ **(Sponsor/Agent)**