

Events in Support of Public Education “Encourage, Inspire, Engage!” Guidelines For Getting Started

If you would like to hold a fundraising event with proceeds to support enhancing public education in our community, we ask that you follow these steps. Please read the information and sign at the bottom of the page. We want you to have the best event possible and these guidelines ensure that we are working in partnership. Let us know about your event, and hear about the successful stories that arise from your event.

1. EducationMatters encourages fundraising events that are consistent with our image and are complimentary to our mission, vision and purpose.
2. To conduct an event on behalf of EducationMatters you are required to fill out an event registration form. Permission must be given to use our name in conjunction with your event. Once you submit your application, we will review it and respond to you within one week. If the request is approved, we will provide you with a letter of agreement. This may be shown to potential donors, sponsors, media and volunteers.
3. When advertising that a portion of the ticket price will be eligible for a donation receipt, the actual breakdown of what is, and is not, receiptable must be clearly stated. The copy of the promotional materials must be submitted with the proceeds given to EducationMatters at the end of your event.
4. No organization or group can use or publish EducationMatters charitable business number for any purpose without express written permission.
5. No organization or group can apply for a government license for either gaming or liquor service using EducationMatters name, logo, or charitable business number.
6. Any organization wishing to use EducationMatters' name or logo in any material, including advertising, must receive EducationMatters' approval prior to production. Guidelines for logo/name and website use are available on our website (www.educationmatters.ca).
7. EducationMatters must not be party to any liability coverage.
8. Your organization will indemnify and save harmless EducationMatters, its agents, and servants from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, brought, or prosecuted in any manner based upon, occasionally by or, attributed to any such damage or injury arising from any fundraising/awareness efforts on behalf of EducationMatters.
9. EducationMatters agrees to provide the sponsoring organization/group with appropriate recognition in correlation with the size of the gift as per our donor recognition policy.
10. Tax receipts may be provided for donations in accordance with Revenue Canada Guidelines. Please contact EducationMatters for eligibility.
11. A third party event is implemented by the organization holding the event. EducationMatters would appreciate the opportunity to be visible at the event with a display but we have limited resources to help promote, organize or manage the event.
12. EducationMatters would love to share your success story in future publications and on our web site. We encourage you to share any stories, photos and testimonies with us – give us permission to tell your story to our community!

Acceptance of the above guidelines by the Organization/Group

Signature: _____ Date: _____

Organization _____