

**The Saskatoon SPCA
Community Fundraising Agreement**

_____ (“the Organization”) agrees to hold a third party fundraising event (“Event”) to benefit the Saskatoon SPCA, as outlined below:

WHEREAS “the Organization” is desirous to organize and implement a third party fund raiser for The Saskatoon SPCA; and

WHEREAS The Saskatoon SPCA is desirous of securing the benefits resulting from a third party fund raiser;

NOW THEREFORE this contract witnesseth that in consideration of the covenants and agreements contained, the parties hereto agree as follows:

1. “The Organization” will make absolutely clear to the general public that:
 - a) The “Event” has been initiated by “the Organization” with the support of other concerned citizens in support of The Saskatoon SPCA’s work;
 - b) “The Organization” is raising funds to be donated to The Saskatoon SPCA.
2. “The Organization” will carry out the “Event” in a manner that respects and adheres to the Fundamental Principles of the Saskatoon SPCA and the Animal Protection Act, which can be found on The Saskatoon SPCA’s website at www.saskatoonspca.com
3. “The Organization” will comply with the financial terms set out in Schedule A.
4. “The Organization” understands that the funds raised will be spent at the discretion of The Saskatoon SPCA in support of the relief or development project designated _____. “The Organization” cannot dictate types of specific assistance which may or may not be provided.
5. The following communication guidelines shall be in effect:
 - a) The Saskatoon SPCA logo and the name of The Society are highly respected in Saskatoon and their use is legally protected. “The Organization” will respect the name and emblem and obtain Society approval on their use in “the Organization’s” brochures, advertisements, and any other publicity and/or media communications.
 - b) “The Organization” will inform the public that contributions may be sent by the public either to “the Organization” or directly to The Saskatoon SPCA, and that cheques or money orders from the general public should be clearly marked to The Saskatoon SPCA.
 - c) “The Organization” will refer all media inquiries concerning the “Event” to the designated liaison officer for The Saskatoon SPCA.
 - d) All communications to the public by “the Organization” about the “Event” will be first discussed with and approved by The Saskatoon SPCA’s designated liaison officer.

REQUIRED CONTACT INFORMATION:

Address: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

Short Description of "Event":

THE SASKATOON SPCA PER:

Signing Officer

Date

SCHEDULE A – FINANCIAL TERMS

100% of net proceeds generated by the “Event” must be given to The Saskatoon SPCA. “The Organization” shall keep an accurate record of all money raised for The Saskatoon SPCA at the “Event”, along with all expenses, the categories of which must be approved in advance by The Saskatoon SPCA, and unless otherwise agreed shall provide the record to The Saskatoon SPCA within 90 business days of the “Event’s” termination, along with contact information of all donors who have requested or were promised a tax receipt. The Saskatoon SPCA may audit the accounts of “the Organization” with respect to the “Event”, and “the Organization” shall provide access to records and its full cooperation with the auditor.

SCHEDULE B – GUIDELINES GOVERNING TAX RECEIPTING

The following receipting guidelines shall be in effect:

- a) If “the Organization” decides to charge an admission fee for the “Event”, which is equal to the fair market value for the “Event”, The Saskatoon SPCA will not provide receipts for the value of said admission fee, as per Income Tax Act, [R.S.C. 1985, c. 1 (5th Supp.)];
- b) If “the Organization” decides to charge a fee for a service, food, or commodity being provided (fair market value will be determined by The Saskatoon SPCA), The Saskatoon SPCA will not provide receipts for the value of said fee, as per Income Tax Act, [R.S.C. 1985, c. 1 (5th Supp.)];
- c) The Saskatoon SPCA will only issue tax receipts for the amount of the actual contributions received by The Saskatoon SPCA. Receipts will not be issued for funds used to cover the costs of the “Event” or other administrative expenses incurred by “the Organization”;
- d) “The Organization” must use temporary receipts when accepting a contribution from a donor. The cost of printing or purchasing the temporary receipts must be borne by “the Organization”; and
- e) “The Organization” shall remit the following to The Saskatoon SPCA within three business days of the termination of the “Event”, unless otherwise agreed:
 - i. all money collected from the “Event”;
 - ii. a report detailing the reconciling all donations; and
 - iii. a list of the personal information that “the Organization” has collected, including donor names, donor addresses, the individual donor contributions; and
 - iv. a record of all temporary receipts issued.

Remittances shall be made to:

The Saskatoon SPCA 5028 Clarence Avenue South Saskatoon, SK S7T 1A7