



LETTER OF AGREEMENT

For Fundraising Events held on Behalf of the Ontario Rett Syndrome Association

Please read and sign below to indicate your understanding of these terms and conditions of the agreement:

Between

ONTARIO RETT SYNDROME ASSOCIATION

And

—

(Name of The Third Party)

who wishes to organize a fundraising event with proceeds going to O.R.S.A.

1. O.R.S.A. will issue tax receipts for donations of money according to Revenue Canada regulations.
2. O.R.S.A. will advise the Fundraising Organizer (the Third Party) about Canada Revenue Agency regulations regarding tax receipts (see attached tax receipting guidelines).
3. O.R.S.A. will provide liability insurance conditional on approval by O.R.S.A.'s insurance company.
4. O.R.S.A. authorizes the Fundraising Organizer (The Third Party) to use its name and logo for promotional and fundraising purposes; however, **all written materials will require approval by O.R.S.A. before being published, printed or broadcast.**
5. Net proceeds from the Fundraising Event together with all related financial reports must be remitted to O.R.S.A. within **30 days** of the event. O.R.S.A. retains the right to verify the financial reports.
6. O.R.S.A. will offer advice and expertise on completing gaming licenses and liquor permits, if required, but will not apply for such licenses or permits.
7. If required and time permits, O.R.S.A. can provide: advice on planning the event; promotion on our event calendar and newsletter; an O.R.S.A. representative; a limited quantity of promotion materials; volunteer T-shirts; and limited administrative support, including thank you letters (if addresses provided).
8. O.R.S.A will provide a Letter of Support that validates the authenticity of the event for one year.
9. O.R.S.A. will not cover expenses or assume any financial liability associated with the fundraising event.



10. O.R.S.A. cannot: provide any contact information for donors, sponsors or corporate lists; provide any additional promotion or advertising (except as above); guarantee volunteer staffing; guarantee attendance; solicit donations or sponsorships; provide prizes, auction items or awards.
11. If O.R.S.A. has serious concerns about the way that the project is being implemented and such concerns are not immediately addressed, O.R.S.A. can cancel this agreement by giving the Community Fundraising Organizer 24 hours' notice. O.R.S.A. is not responsible for financial or other damages that may result from such cancellation.
12. All sporting events require that participants sign waiver forms, waiving any physical, personal or financial liability.

I have read and understood the above terms and conditions.

Name of Applicant _____

Company Name (if applicable) _____

Date submitted _____

Signature _____

Event Name _____

Event Date _____

Please complete, sign and return the Letter of Agreement to the address below.

Ontario Rett Syndrome Association (ORSA)
Attention: Fundraising Committee
P.O. Box 50030
London, ON
N6A 6H8

OR by email to fundraising@rett.ca

For O.R.S.A. Use Only:

Date Approved: _____ Approved

by: _____



Guidelines for Income Tax Receipts for Special Events

Overview

In order to protect our status as a charity, Ontario Rett Syndrome Association (O.R.S.A.) must adhere to the following guidelines which reflect Canada Revenue Agency (CRA) regulations.

If you are planning an event, please be sure you understand the following rules before offering any income tax receipts. For clarification on any of the points below, please contact the Fundraising Committee at O.R.S.A. by email fundraising@rett.ca or call our office at (519) 474-6877

CRA HAS ISSUED NEW REGULATIONS IN REGARDS TO PROVIDING TAX RECEIPTS.

PLEASE CONTACT O.R.S.A. FOR MORE INFORMATION.