



**Thank you for your interest in supporting Nanaimo-Ladysmith Schools Foundation!**

Nanaimo-Ladysmith Schools Foundation (NLSF) appreciates contributions by individuals and groups that help us support deserving students in School District 68. This support may come in the form of proceeds from special events organized and conducted by those groups.

**IMPORTANT INFORMATION**

- NLSF is an independent, community-based charity, and is not an arm of School District 68. As such, we have no access to the staff, students and facilities of School District 68 for the purposes of community events.
- NLSF has one staff person to manage all its programs, and our ability to contribute to events held by others on behalf of the Foundation is limited to pre-event approval and post-event financial management and donor recognition. NLSF conducts one public event of its own annually, and no further events are planned.
- NLSF's fundraising priority is the Student Support Fund, which is a cash fund equitably disbursed each year to schools across the district to support students who are vulnerable as a result of poverty. All community projects and third party events are encouraged to contribute to this fund.

**NLSF can:**

- Provide an initial consultation after you have completed the Planning Guide to establish appropriateness of the event with NLSF programs;
- Acknowledge your direct contribution to NLSF, and provide recognition commensurate with level of giving;
- Approve the use of NLSF's name for your event;
- Provide information on tax receipting guidelines;
- Provide a limited amount of our promotional brochures.

**NLSF cannot:**

- Guarantee staff or volunteer support for your event;
- Share access to donor contact information;
- Promote your event, beyond listing it on our website;
- Apply for licenses or insurance for your event;
- Except in specific, pre-arranged circumstances, NLSF is not able to accept or manage sundry gifts of supplies or equipment.

## TERMS AND CONDITIONS

- Discussion of the proposed event can begin after proponents have provided a completed Planning Guide.
- NLSF name and/or logo may only be used with approval of the NLSF Board;
- NLSF must review and approve before distribution all promotional materials using NLSF name (including but not limited to letters, brochures, press releases, flyers, and advertising);
- All promotional materials must clearly state the percentage of proceeds or portion of ticket price that will be donated to NLSF;
- Only the final net proceeds will be processed by NLSF. Under no circumstances will third party revenues and expenses flow through NLSF;
- The organizer must submit to NLSF a detailed financial breakdown of all expenses and revenues within 30 days following the event. If all money has not been collected, the organizer will update NLSF monthly until funds are received and processed;
- NLSF is not financially liable for the promotion and/or staging of third party fundraisers;
- The organizer of the event that is the subject of this agreement shall indemnify and hold harmless NLSF, its officers, directors, and School District employees, from and against any and all claims, liabilities, costs, fines and expenses (including reasonable attorneys' fees) arising out of any claims or suits, or threats of suits which may be brought against NLSF for any reason in connection with this event and including but not limited to: (i) the organizers' breach of obligations under this agreement including the organizers' obligations to comply with applicable law, (ii) the organizers dealing with any third parties including third party contractors, (iii) any unauthorized use by the organizers of NLSF's name, logo, or other proprietary symbols or information, or any unauthorized verbal presentations, or (iv) any negligence or willful misconduct by the organizers or its employees, contractors, or agents. The organizers' obligations hereunder shall survive the termination of this agreement. The organizers shall retain insurance sufficient to cover any personal injury experienced by their staff, volunteers, participants or anyone else involved in the event or related pre or post event activities, and NLSF will be understood to be absolved of any such liability. NLSF will not be held liable for any injury to or actions by the organizers, their staff or volunteers, any event participants or anyone else involved in the event or any related pre or post event activities, resulting in any claims of liability during the event or during any related pre or post event activities.
- NLSF does not permit the following types of fundraising in a third party context:
  1. Programs that raise money on commission;
  2. Events that encourage/involve behavior that is counter to NLSF's mission and/or programmatic activities;
  3. Events involving the promotion or support of a political party, a candidate or religious group;
  4. Direct solicitation (including but not limited to door-to-door canvassing, telemarketing or internet).
- NLSF reserves the right to withdraw the use of its name at any time;
- If the event is cancelled or rescheduled, the organizer will notify NLSF as soon as possible but at least 24 hours prior to the original date of the event.

## Proposed Special Event to Benefit the Student Support Fund of Nanaimo-Ladysmith Schools Foundation

### PLANNING FORM

Please note the Important Information and Terms and Conditions in the Guide to Third-Party Events and then complete this form and e-mail, fax or mail to the NLSF Foundation. We can then schedule a meeting to review your proposal. Thank you!

Name of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ (Bus) \_\_\_\_\_ (Home/Cell)

\_\_\_\_\_ (Fax) \_\_\_\_\_ (E-mail)

Signature of representative accepting NLSF Terms and Conditions

\_\_\_\_\_ Date \_\_\_\_\_

### GENERAL INFORMATION

Event description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Date & times of event: \_\_\_\_\_ (START) \_\_\_\_\_ (FINISH) \_\_\_\_\_

Free entry or ticketed: \_\_\_\_\_ Ticket price \_\_\_\_\_

Approximate Number of attendees: \_\_\_\_\_

Will any other organization benefit? \_\_\_\_\_

Ratio of gift to NLSF/other charity? \_\_\_\_\_

**PROMOTION PLAN**

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**ESTIMATED NET TO NLSF:** \_\_\_\_\_

Use of the Foundation's name and logo in your printed materials?    \_\_\_ Yes\* \_\_\_ No

\*If yes please note that all logos must be provided and approved by NLSF and are one-time use only.

**RECOGNITION INFORMATION**

Formal cheque presentations post-event:    \_\_\_ Yes    \_\_\_ No

Where possible, individual gifts over \$20 are recognized with a formal receipt. Information must be provided by organizers.

Please submit completed form at least 60 days before the planned event to:

Crystal Dennison, Executive Director  
Nanaimo-Ladysmith Schools Foundation  
550 7<sup>th</sup> Street, Nanaimo, V9R 3Z2  
Email: Crystal.Dennison@sd68.bc.ca  
Fax: 250-741-8326    Phone: 250-753-4074

Please allow two weeks for the review and call-back. The NLSF Board reserves the right to decline an application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**For Office Use Only:**

Date Rec'd: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Verification Date: \_\_\_\_\_ Method of Verification: \_\_\_\_\_

Approved:    \_\_\_ Yes    \_\_\_ No