



THIRD PARTY STATEMENT OF INTENT

Fax: 613-260-3382 Mail: 2865 Riverside Drive, Ottawa, ON K1V 8N5

GENERAL INFORMATION:

1. Name of group/individual: _____
2. Contact name: _____ Position: _____
3. Telephone: (h) _____ (w) _____
4. Address: _____
5. E-mail: _____
6. Reason for inquiry: _____
7. If you represent a For Profit business, what type of business does it conduct? _____

8. What type of fundraising event/activity is planned (in 50 words or less)?

9. What date is planned for this event? _____
10. Where would this event take place? _____

11. Has a written plan or proposal been prepared? If yes, please attach: _____
12. Has this event ever been done before? _____
13. If yes to question #12, by whom and what were the results (in 50 words or less):

14. Please describe what St. Patrick's Home Foundation would be expected to provide in time and resources (in 50 words or less): _____

15. Has a promotions plan been prepared (if so, please attach)? _____

16. Will sponsors be recruited to underwrite the costs of holding this event (if so, please list)? _____

17. Will corporate support be solicited? _____

18. Is liability insurance required for the event? _____ If so, please indicate name and address of provider: _____

19. Has a budget for the event been drafted? If so, please indicate: _____

20. Please indicate the projected gross income from this event: _____

21. Please indicate the anticipated costs: _____

22. Please indicate the % of the proceeds to be remitted to St. Patrick's Home Foundation: _____

23. Please indicate when the proceeds will be forwarded to St. Patrick's Home Foundation: _____

Third party fundraising activities must abide by the following guidelines:

- The project must be ethical, i.e. the public perception of the activity must not be injurious to St. Patrick’s Home of Ottawa, Inc. or to St. Patrick’s Home of Ottawa Foundation.
- St. Patrick’s Home of Ottawa, Inc. and St. Patrick’s Home of Ottawa Foundation will assume no legal or financial liability associated with the event.
- St. Patrick’s Home of Ottawa Foundation and the third party group will discuss and agree upon the program or activity for which the raised funds will be used.
- St. Patrick’s Home of Ottawa Foundation must approve all promotional materials and advertising copy prior to publication and distribution.
- The third party group must obtain written approval from St. Patrick’s Home of Ottawa Foundation prior to the commencement of any fundraising.
- The third party group must ensure that the project meets any and all criteria set by the appropriate municipal/provincial government.
- Upon request, all third party organizers will provide insurance certificates to St. Patrick’s Home of Ottawa Foundation.

Date: _____ Signature: _____

Signature: _____
St. Patrick’s Home of Ottawa Foundation

This is not a contract.

FOR OFFICE USE ONLY: _____

Thank you for supporting the St. Patrick’s Home of Ottawa Inc.

Approval of Fundraising Activities

Policy

Decisions regarding fundraising priority setting are the responsibility of the Manager of Development acting in consultation with St. Patrick's Home Foundation Board of Directors. Fundraising should occur only with this approval.