**Third Party Event Procedures**

1. Contact Samantha Walker, Events, Communications, & Administration Officer (contact information below) to receive up-to-date information on the George Brown College Foundation Third Party Event Policy and Guidelines.
2. Read the George Brown College Foundation Third Party Event Policies and Guidelines. Please direct any questions to Samantha Walker
3. Fill out the Third Party Event Proposal form and submit to Samantha Walker at least 15 business days before your event.
4. Obtain the proper pledge cards and tax receipt forms from the George Brown College Foundation in advance of your event.
5. Determine if your event requires any licenses, such as a liquor license, or gaming license etc. The George Brown College Foundation will not take out licenses for third party events; therefore, the event organizer must obtain them.
6. As per Canada Revenue Agency rules and regulations, not all donations are eligible for a tax receipt. If your guests anticipate a tax receipt for their donation, please familiarize yourself with Canadian Revenue Agency’s guidelines at:

<http://www.cra-arc.gc.ca/chrts-gvng/chrts/prtng/rcpts/fndrsng-eng.html>

1. For third party events, charitable donation tax receipts will notbe issued for:
	1. Benefit portion of the cost of tickets or entrance fees (i.e. if tickets for the event cost $100 per person, but the food expenses were $25 per person, the tax receipt will be issued for the $75 donation portion that went to the registered charity)
	2. In-kind gifts for the event
	3. Silent auction purchases
	4. Donation of services
	5. Sponsorship[[1]](#footnote-1)†
2. Ensure that all cheques are made payable to the George Brown College Foundation.
3. Submit all revenue, invoices, pledge cards, and tax receipt forms to Samantha Walker within 10 business days after your event. The George Brown College Foundation will use the portion of the revenue that is designated for the event expenses to pay event invoices, up to the maximum collected. The George Brown College Foundation is not responsible for any financial loss resulting from the event.
4. The George Brown College Foundation will issue thank you letters and tax receipts for eligible donations.

For more information, please contact Samantha Walker at 416-415-5000 x 3005 or at samantha.walker@georgebrown.ca

**Third Party Event Application Form**

**Applicant Information**

|  |  |
| --- | --- |
| Name of Individual/Company/Group hosting event |  |
| Name of individual responsible for event |  |
| What is your connection to George Brown College? |  |
| Mailing Address |  |
| Daytime Phone and Mobile Number |  |
| Email Address(es) |  |
| Website |  |
| Social Media |  |

**Event Information**

|  |  |
| --- | --- |
| Name of proposed event |  |
| Date and time of event |  |
| Location of event |  |
| Target audience and projected attendance |  |
| Has this event taken place before? | □ Yes □ No |
| Are there other beneficiaries besides the George Brown College Foundation?If so, please list. | □ Yes □ No |
| Briefly describe the proposed event |  |

**Financial Information**

|  |  |
| --- | --- |
| **How will funds be raised?**  |  |
| Silent/Live Auction | □ Yes □ No |
| Donation | □ Yes □ No |
| Corporate Sponsorship | □ Yes □ No |
| Ticket Sales | □ Yes □ No |
| Product Sales | □ Yes □ No |
| Other (Please Specify) |  |
| Please list any prospective donors |  |

**Note: See Third Party Events Policies and Guidelines for gaming license details.**

|  |  |
| --- | --- |
| **Projected Revenue** | **Amount ($)** |
| Ticket Sales |  |
| Sponsorships |  |
| Auction |  |
| Donations/Pledges |  |
| Product Sales |  |
| Other (specify) |  |
| Other (specify) |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| **Projected Expenses** | **Amount ($)** |
| Venue |  |
| Food & Beverage |  |
| Marketing/Printing |  |
| Entertainment |  |
| Décor |  |
| Prizes |  |
| Security |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| Projected Net Revenue (revenues – expenses) | **$** |
| Projected amount to be given to GBCF | **$** |

|  |  |
| --- | --- |
| Will you require tax receipts?[[2]](#footnote-2)\* | □ Yes □ No |

|  |  |
| --- | --- |
| Would you like to designate the funds to a specific faculty/area/program at GBC? If yes, please specify. | □ Yes □ No |
| Would you like to designate the funds to a scholarship? | □ Yes □ No |

I have read the *Third Party Event Policy, Criteria and Guidelines* and agree to follow them as stated.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach supporting documents and mail, fax or email to:

**George Brown College Foundation**

St. James Campus

210 King Street East

Toronto, ON M5A 3W8

Email: gbcfdn@georgebrown.ca

Fax: 416-415-5011

**Thank you for supporting the George Brown College Foundation!**

**For Foundation Use Only**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Acceptance Status: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. † The George Brown College Foundation can provide event sponsors with a business receipt confirming the amount of sponsorship. [↑](#footnote-ref-1)
2. \* See Third Party Events Policy, Criteria and Guidelines for receipting details. [↑](#footnote-ref-2)