



Youth Services Bureau Charitable Foundation
Fondation de bienfaisance
du Bureau des services à la jeunesse

Third-Party Events Guidelines & Registration Form

The Youth Services Bureau of Ottawa Foundation relies on the community's generous support. We sincerely appreciate your interest in our agency, and that you wish to support the work we do in the Ottawa region. Together we can help youth impact tomorrow, today. We are incredibly thankful to you for your interest and support—thank you!

Included in this package you will find our terms and conditions for hosting a third party event please complete, sign and return this form to us before you start advertising your event.

We would be happy to assist you with any questions you have, so please don't hesitate to contact us at 613-729-1000 ext. 1260 for any questions you might have.

Thank you!

Terms and Conditions

1. Tax receipt will be issued at the sole discretion of Youth Services Bureau of Ottawa Foundation according to Canada Revenue Agency and MUST be agreed upon prior to the event.
2. All third party events require appropriate insurance coverage to be obtained by the organizers of the event.
3. Event organizers shall acquire all permits and licences and are responsible for all advertising for the event.
4. Youth Services Bureau of Ottawa Foundation is not responsible for any event expenses, or any financial loss or unsettled accounts as a result of this third party event.
5. Youth Services Bureau of Ottawa Foundation may possibly provide if requested and available, volunteer support, a speaker or representative at the event, display or brochure materials.

Registration and Agreement Form

General Information

Name of Group/Organization: _____

Contact: _____ Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Event Information

Name of Event: _____

Date(s) of Event: _____ Time(s): _____

Event Location: _____

Brief Description of Event: _____

Expected number of attendees: _____ Revenue Goal: _____

What proceeds will be donated to the Youth Services Bureau Charitable Foundation?

- All proceeds (no expense deductions) Net proceeds (minus expenses)
 Partial proceeds (portion of each ticket sold) Percentage of proceeds (list percentage _____ %)

Will other charities be benefiting from this event? Yes No

If yes please list: _____

Support

Will you require Youth Services Bureau Foundation to issue tax receipts? Yes No

Please click [here](#) to read the Tax Receipting Guidelines and Rules.

Will you need a speaker at the event: Yes No If yes when ____

Do you wish: A display Yes No Brochures Yes No How many? _____

Volunteers Yes No How many? _____ Volunteer duties? _____

Staff representation Yes No Use of Logo Yes No Letter of support Yes No

Sponsorship

Are you planning on soliciting sponsorship for this event: Yes No

If yes please list individuals and/or companies that will be approached:

I hereby acknowledge have reading and understanding the Terms and Conditions of the Youth Services Bureau of Ottawa Charitable Foundation's Third Party Event and will adhere to those terms and conditions, as outlined in this document. I hereby give permission to the Youth Services Bureau of Ottawa Charitable Foundation to post our third party event on their website.

Print Name

Witness Print Name

Signature

Signature

Date

Date

Please sign and return the completed form to the YSB Foundation via mail, fax or email.

Mail

Youth Services Bureau of Ottawa
2675 Queensview Drive
Ottawa, ON N2A 3N9

Email

bevans@ysb.ca

Fax

613-729-1918, to the attention of Beth Evans