

Third-Party Event Guidelines In Brief

At this point, you will have reviewed Autism Ontario's *Third-Party Event Guide* and have decided that you would like to register and review your event with our staff. Thank you! The following document will give you a quick overview of your rights and responsibilities as a host. We hope that you find it helpful. Please review these important details prior to registering your event and contact us at fundraising@autismontario.com should you have any questions.

A Third-Party Event is defined as:

- An outside party initiates the event
- Full or partial proceeds are designated to Autism Ontario
- Autism Ontario name and/or logo is used in promoting the event
- Autism Ontario staff and volunteer involvement is minimal and clearly defined

Guidelines

1. Promoters or initiators of Third-Party Events are asked to complete the Third-Party Event Registration Form prior to the event outlining the details of their event. This will enable Autism Ontario to determine whether it wishes to approve the use of its name in connection with the event.
2. All applications to host a Third-Party Events require the approval of the appropriate Autism Ontario regional office where the event is being held.
3. Autism Ontario staff shall establish with the Third-Party host, in advance, which items are to be receipted and which items are not receipted for the Third-Party Event – approval for the issuance of receipts will be validated by the Autism Ontario finance team.
4. Autism Ontario is unable to provide third parties with money to fund their event or to reimburse costs of running Third-Party Events.
5. The Third-Party is required to prepare and obtain all appropriate permits prior to their event (assistance with permits may be available upon request).

6. Autism Ontario requires a post-event overview including accounting for revenue and expenditures, number of participants and acquisition of funds no later than thirty (30) days after the completion of the event.
7. Autism Ontario reserves the right to require a representation from the auditor/public accountant of the company/organization stating that the revenue and expenses are accurate as presented.
8. Use of Autism Ontario's name or logo in advertising or promotion requires approval by the Regional Staff or Provincial Office.
9. It is a policy of Autism Ontario not to provide mailing lists of volunteers or donor names.
10. If specified prior to the event in the Third-Party Events Registration Form, and if approved by the appropriate staff, assistance for events may be arranged *if* a suitable number of volunteers can be recruited.
11. Please note that participation by Autism Ontario staff and/or volunteers may not be possible and should not be a critical element to the success of your event.
12. Autism Ontario will contact you about your event after you have submitted you have submitted your event for consideration through the Third-Party Event Registration Form. You may be contacted for further information. Hosts will receive approval for their event by email.
13. Where an activity or sports type of event is involved, or is otherwise required, the Third-Party must provide Autism Ontario evidence that it carries a minimum of \$1 million in public liability insurance, or an amount decided by the Executive Director, Autism Ontario and must indemnify Autism Ontario for all damages, costs, claims and/or expenses arising from the event. If the event does not carry insurance, then a mutually determined amount will be decided upon between the event and Autism Ontario and may be considered under Autism Ontario's insurance policy.
14. If Autism Ontario has serious concerns about the way the Third-Party Event is being implemented or conducted, it reserves the right to cancel the agreement by giving the Third-Party organizer five business days' notice. Autism Ontario is not responsible for financial or other damages that may result from this cancellation.
15. Autism Ontario requests a debrief meeting or conversation after the event is completed in order to evaluate the success of the Third-Party Event.
16. Each Third-Party Event must be approved by Autism Ontario Regional Staff prior to publicizing or holding the event. Where possible, please submit at least **one month** prior to your event.