



Community Initiative & Third Party POLICY AGREEMENT

TERMS AND CONDITIONS

- 1) To conduct a Community Initiative on behalf of the Canadian Diabetes Association, Community Initiative organizers must complete the attached **Canadian Diabetes Association Community Initiative Application Form**. The application must be approved and signed by the Canadian Diabetes Association Regional Director. If deemed necessary, the Community Initiative application will then be forwarded to the National Office for review.

NOTE: All applications will be reviewed by the appropriate Canadian Diabetes Association staff within 10 working days of their submission.

- 2) Selling tickets, volunteer recruitment, initiative logistics, insurance/liability issues and initiative-related expenses are the complete responsibility of the Third Party holding the initiative, and the Canadian Diabetes Association will not be held liable for any aspect of the initiative. All organizers must purchase their own special initiative insurance (exceptions are limited to sales of items in malls, or the simple solicitation of donations).
- 3) "Gifts in Kind" donations and processing must be reviewed by the National Office and cannot be undertaken as part of the initiatives budget or planning until this process is approved.
- 4) Use of the Canadian Diabetes Association name and logo must be approved by Canadian Diabetes Association Regional Director and Marketing & Communications. Use of the Association's logo will be approved within one week, following submission.

Mention of the Canadian Diabetes Association in connection with the initiative and funds raised must be approved by the Canadian Diabetes Association. The specific wording must be approved in writing by the Association's National Office Field Support Team and Marketing & Communications. Generally, the approved wording is "Proceeds from this initiative will be donated to the Canadian Diabetes Association".

- 5) Receipts for tax purposes are issued by the Canadian Diabetes Association for donations of \$15.00 or more. Full name and address, telephone number and amount of donation

are required for each individual or corporate donor. All donations must be identified on behalf of the Community Initiative organizer.

- 6) Please note that Revenue Canada Taxation prohibits the Canadian Diabetes Association from issuing tax receipts to donors where a benefit or advantage accrues to the donor. Examples are signage at golf tournaments, advertising on t-shirts, etc.

- 7) Lotteries, Monte Carlo Events, raffles or any initiative that require a special provincial license are discouraged. Very few exceptions are made; a special application process through both the Canadian Diabetes Association Regional Office and the National Office is required.

- 8) **The Canadian Diabetes Association will not assist with soliciting sponsorship for an initiative and will not provide access to the Association's sponsorship contacts.**

I have read, understand and agree to the above policy statements.

Name: _____
(please print)

Signed: _____

Title: _____

Organization: _____

Witness: _____

Dated this: _____ **day of:** _____