



Bryony House

**Third Party - Community Event
Guidelines**



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Mission Statement

The Halifax Transition House Association of Nova Scotia (Bryony House) believes all women and their children have the right to live free of violence.

Objectives

- To provide shelter for women and their children who seek safe and secure refuge from a violent relationship
- To own, operate, and maintain house(s) for temporary accommodation of abused women and their children
- To provide abused women with culturally sensitive support services, including counseling, with the aim of regaining power to consider alternatives and pursue options
- To provide the children of the abused women with emotional support and counseling
- To raise funds to further the objectives of the Halifax Transition House Association
- To increase society's awareness of violence against women and their children
- To advocate legislative, social, and economic change with the aim of ending violence against women and their children

What is a Community Event?

A Community Event is defined as one where:

- The event is initiated by an outside party and organized by an individual or group other than staff and board members of Bryony House.
- Full or partial proceeds are designated to the Bryony House.
- The name and/or logo are used in promoting the event.
- Staff involvement is in a support capacity only.

How do I get permission to hold a Community Event?

Promoters or initiators of community events are asked to complete a Community Events Proposal form outlining the details of their event including:

- The portion of funds allocated to Bryony House.
- How funds will be raised (i.e. auction, raffle, ticket sales, pledges)

- The responsibilities of each party.

Once completed, please return all forms to Bryony House either by fax (902-429-0954), email (funddev@bryonyhouse.ca) or mail:

Bryony House
3399 Novalea Drive
Halifax, Nova Scotia
B3K 4E1

What happens after my form is submitted?

- Bryony House looks for events that align themselves with its mission and objectives.
- If necessary Bryony House will contact you to clarify any questions regarding the event such as staff expectations, event feasibility, raffle considerations, financial procedures and brand requirements.
- Once approved, Bryony House will send you a letter of approval/authorization.
- **Please note:** Completion of the Community Event Application does not constitute permission from Bryony House to use Bryony House's name, logo or trademarks. Once you receive a letter of approval, you may use Bryony House's name, logo and trademarks in accordance with the terms of agreement.
- Bryony House reserves the right to cancel the agreement, including using the Bryony House brand, with 24 hours notice with just cause.

Proposals for community events will be evaluated on the following criteria.

- Bryony House requires that the community event is using satisfactory financial controls.
- The projects must be ethical; i.e. the public perception of the activity must not be injurious to Bryony House's mission, objectives and brand.
- Bryony House will assume no legal or financial liability associated with the event.
- Staff involvement on the part of Bryony House must be clearly documented in advance of the event.
- Use of the funds received from the event is determined solely by Bryony House.
- The community event should be financially viable in the opinion of Bryony House and reserves the right to withhold the use of its name from any event, which it feels, is not financially or otherwise appropriate.
- The community event should not conflict with other Bryony House events (i.e. timing or type of event).

What do I need to know once my event is approved?

Following the receipt of your approval letter, you can start putting your event together. Please keep in mind these important items while planning is underway:

- Bryony House must review and approve all promotional materials including but not limited to brochures, letters, advertising, flyers and press releases prior to production or distribution. All promotional materials must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit Bryony House.
- It is Bryony House's policy not to provide mailing lists or any other contact information of our staff, volunteers, donors and other event participants.
- Bryony House is generally unable to provide administrative assistance for the event (distributing invitations, compiling RSVP's, selling tickets).
- You may include the following statements in any promotional materials: XXX proceeds (i.e. state a specific percentage or all proceeds) will benefit Bryony House. Or you may say "Five dollars of each ticket sold will benefit Bryony House".
- Bryony House should receive a list of potential sponsors, if applicable, for the event before they are approached to minimize overlap with other Bryony House sponsored programs (Ultimate Adventure etc.).
- It must be clearly established prior to the event which items are to be receipted and where applicable at what percentage. This information must be printed on all promotional materials (all materials must be approved by Bryony House before printing)
- Event organizers are responsible for obtaining appropriate insurance if required for the event.

What support can I expect from Bryony House for my event?

Bryony House is pleased to offer the following support following approval of your event:

- Make available various promotional materials such as brochures, banners etc.
- Designated staff support based on need and availability.
- Bryony House representation at the event where appropriate and based upon availability.
- Issuing of tax receipts.

My event is over, now what?

Congratulations! Your event was a success. Now it is time to wrap things up and make your donation. Here are some important items to remember:

- Within 30 days after the event, the organizer must submit to Bryony House a detailed financial breakdown of all expenses and revenues along with the event proceeds. Two individuals are to count the money and sign the flap of the remittance envelope. Ideally, a Bryony House representative should be present when proceeds are being counted but this is not always possible.

- Bryony House requires that all revenue cheques be made payable to Bryony House.

Notes on tax receipts

- 1) Please refer to the enclosed information sheet on Tax Receipting for more information.
- 2) Bryony House will issue tax receipts only if the gift is:
 - A voluntary gift with no expectation of return
 - A portion of the ticket price for certain events.
 - Pledges to event participants
 - Gifts in kind (GIK) – products only
 - Donated Auction items at fair market value
- 3) According to the Canada Revenue Guidelines, tax receipts cannot be issued for:
 - Gifts of service
 - Purchase of an auction item
 - Donation that represents a group collection
 - Donation of a gift certificate
 - Registration fees for an events
 - Lottery tickets
 - Tickets for draws
 - Gifts from other registered charities, community groups, unions and associations
 - Portion of the ticket representing a return (i.e. dinner cost)
- 4) Gifts over \$20 will automatically be receipted, if donor details are provided.
- 5) Gifts in Kind (GIK) over \$1000 must be appraised and an appraisal must be arranged and financed by the donor before accepting the gift. GIK are based on fair market value.

Finally...

Bryony House appreciates you efforts to help us continue providing services and programs to women with or without children fleeing intimate partner relationships. If you have any questions and any time, please do not hesitate to contact us.