



Third Party Fundraising Package

Chi-Miigwetch (thank you) for choosing Anduhyaun Inc. as a beneficiary of your fundraising. Anduhyaun means "Our Home" in the Ojibwa language and is the second oldest shelter in Canada. The contributions that you are dedicating will be used to provide necessities and programming to empower Indigenous women and their children. Anduhyaun Inc. is an Emergency Shelter and Second Stage Housing for Indigenous women and children who have experienced violence.

With the help of individuals and organizations, Indigenous women and children will always have a safe, comfortable space at Anduhyaun where they can build and maintain their cultural identity, self-esteem, and economic, physical, and spiritual well-being.

Our Mandate

To support Indigenous women and their children in their efforts to maintain their cultural identity, self-esteem, economic, physical and spiritual well-being.

If you have any questions or concerns, contact the Fundraising Committee:

fundraising@anduhyaun.org

[416-243-7669 x226](tel:416-243-7669)

Included in this Package:

- Anduhyaun's Ethical Principles
- Before the Event – Approval Process
- Event Promotion – Use of Anduhyaun Inc. Name and Logo
- Liability
- Tax Receipts
- Third Party Fundraising Application – to be completed and approved before the event is held
- Donation Tracking Sheet – separate document available upon request, to be completed and submitted if you would like donors to receive a charitable tax receipt

Anduhyaun's Ethical Principles

The principles below along with Imagine Canada's Ethical Fundraising and Financial Accountability Code were adopted by Anduhyaun's governing board in 2022 to guide its fundraising efforts.

- Progressive Indigenous relations: Anduhyaun accepts funds from companies that demonstrate action on documents such as the Truth and Reconciliation Commission Report and United Nations Declaration on the Rights of Indigenous Peoples and are committed to righting relations with the original peoples of this land by supporting their sovereignties and diverse ways of existing, knowing, and doing.
- Progressive environmental practices: accepts funds from companies that show leadership in environmentally responsible practices, in particular, respecting Indigenous people's role as stewards of the land and their right to Free, Prior, and Informed Consent (FPIC).
- Progressive stakeholder relations and human rights histories: accepts funds from companies that encourage progressive community, stakeholder, and employee relations that enact and protect individual and collective rights.
- Non-substance: accepts funds from companies that do not derive a significant portion of their income from the production of tobacco, cannabis, alcohol, or other substance-related products.
- Non-resource extraction: accepts funds from companies whose major source of revenue does not originate from industrial activities that harm the land and peoples who rely on it. These activities include, but are not limited to, oil and gas, nuclear energy, forestry, mining, and related activities.
- Non-military: accepts funds from companies that provide products and services primarily for civilian, rather than military and defense (e.g., weapons) purposes.

Before the Event – Approval Process

- You must complete and submit the Third Party Fundraising Application (enclosed) preferably three (3) weeks prior to the date of the proposed event. Approval must be received before advertising is permitted.
- Applications are valid for one (1) event only. Annual event and activity organizers will be asked to re-apply each year, per event.

Anduhyaun has the right to decline any Third Party Fundraising Application for any reason, such as it does not align with our mandate, does not align with our ethical principles, or does not project a positive image of Anduhyaun.

Event Promotion – Use of Anduhyaun Inc. Name and Logo

- You must receive permission to use the Anduhyaun Inc. name and/or logo for your event.
- All promotional materials must be submitted to Anduhyaun for approval prior to distribution.
- Files of the logo are provided upon request.
- The logo cannot be used for any purpose other than those described and approved in the Third Party Fundraising Application.

Liability

- If you are conducting raffles, lottery sales, or any other type of activity that involves selling to the general public, you may require a special license or permit. Please make sure you are aware of any requirements and take the necessary steps to obtain any license or permit required. Anduhyaun is not responsible for and will not provide licenses or permits necessary for your event.
- Anduhyaun will not provide any insurance coverage for your event. You must take the necessary steps to obtain proper insurance.
- Anduhyaun will not be held liable should your event be found in violation of any laws, rules, regulations, or guidelines.
- Anduhyaun, its employees, volunteers, members, or associates are not liable for any accidents, injuries, damages, or theft to individuals or property. Anduhyaun assumes no liability of any type for your event, activity, participants, volunteers, or employees.

Tax Receipts

- Anduhyaun Inc. can issue tax receipts to donors upon request by your organization or the donor. Complete information must be submitted to Anduhyaun using the Donor Tracking Sheet. If not all event proceeds are going to Anduhyaun, only list donors whose proceeds will be received by Anduhyaun.
- Anduhyaun will only issue tax receipts within the guidelines outlined by Canada Revenue Agency. Please consult the Canada Revenue Agency website for details.



Third Party Fundraising Application

Thank you for your interest in supporting Anduhyaun Inc. by organizing a third party event! Anduhyaun asks that fundraising activities using its name and/or logo are consistent with our organizational standards. Please complete this form and submit to Anduhyaun for approval by mail or email to:

Anduhyaun Inc.
1296 Weston Rd
Toronto, ON M6M 4R3
Attention: Fundraising Committee
Email: fundraising@anduhyaun.org

1. Event Information

Proposed Event Name:

Proposed Date:

Location:

Proposed Start and Finish Time:

2. Contact Information

Alternate Contact

Contact Name:

Contact Name:

Mailing Address:

Mailing Address:

Phone:

Phone:

E-mail:

E-mail:

3. Events Details

- a) What is the fundraising goal of the event? (dollar amount or in-kind) _____
- b) How will the donation be raised?
- _____
- _____
- _____
- c) Will 100% of the proceeds for this event be donated to Anduhyaun?
- ☐ Yes ☐ No - If no, please answer 3D
- d) What percentage of the donation will be allocated to Anduhyaun _____ %
- e) What other goals do you hope to achieve? Please select all that apply.
- ☐ Increase community engagement on ending violence against women
- ☐ Raise awareness about the issues affecting the Indigenous population
- ☐ Begin or continue a partnership with Anduhyaun
- ☐ Other: _____

4. Promotion and Marketing

- a) How will the event(s) be promoted? Please select all that apply.
- ☐ Newspaper ☐ Website ☐ Magazine ☐ Brochure ☐ Facebook ☐ Twitter ☐ Instagram
- ☐ LinkedIn ☐ Flyer ☐ Radio ☐ Sign ☐ TV ☐ E-Mail
- ☐ Other: _____
- b) Do you want to use the Anduhyaun Inc. name and logo in your promotional material?
- ☐ Yes ☐ No
- c) Describe your communication plan. If you answered YES to 4B include a description of where and when you will use the Anduhyaun Inc. name and logo.
- _____
- _____
- _____
- _____
- _____
- _____
- _____

5. Anduhyaun's Role

a) How can Anduhyaun help support your event? Please check all that apply.

- ☐ Promotional materials
- ☐ Banner
- ☐ Participation/attendance – if yes, please answer 5B
- ☐ Sharing on social media
- ☐ Other: _____

b) Participants Role:

6. Why Anduhyaun Inc.?

Briefly describe how you heard about Anduhyaun Inc. and why you chose us as the benefactor to your fundraising initiative.

7. Tax Receipt Guidelines

Anduhyaun Inc. must adhere to strict guidelines in regards to issuing tax receipts including, but not limited to, the following:

- Anduhyaun Inc. is only permitted to issue tax receipts to individual's who make a donation without receiving a tangible item or benefit in return
- Anduhyaun Inc. can only issue tax receipts for the amount of the actual donations received by the agency
- Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the Third Party Organizer
- Tax receipts will be issued by Anduhyaun Inc. once net funds are received

For more information, please consult the Canada Revenue Agency website.

8. Proposal of Understanding:

The following outlines your understanding of Anduhyaun Inc. about its association with the described event and its associated people:

1. The event named above will be implemented in a manner consistent with the practices and principles of Anduhyaun's Fundraising Policy and Imagine Canada's Ethical Fundraising and Financial Accountability Code, as adopted by Anduhyaun's governing board.
2. Anduhyaun Inc. will not disclose confidential information about agency clients, donors, contacts, suppliers, etc. to the third party identified in this agreement.
3. Any written promotion of the event will clearly indicate "net" proceeds to Anduhyaun Inc., not "gross" proceeds.
4. Anduhyaun Inc. reserves the right to approve promotional and publicity plans including the use of the Anduhyaun logo. All print and web materials, including the Anduhyaun name/logo, must be approved by Anduhyaun before final production. Please note that Anduhyaun's logo cannot be modified in any way.
5. Under no circumstances can any service or goods be contracted using the name Anduhyaun Inc.
6. The third party organizer identified in this agreement will indemnify and save harmless Anduhyaun Inc. and its associates from and against all claims, demands, losses, costs, damages, actions, suits, or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by or attributed to any such damage or injury arising from any fundraising/awareness efforts conducted by a Third Party Organizer on behalf of Anduhyaun Inc.
7. If a liquor license is required, it must be issued in the name of the Third Party Organizer, not in the name of Anduhyaun Inc.
8. Under no circumstances will Anduhyaun Inc. be associated with telephone solicitation, direct mail or door-to-door solicitation for this event.
9. Anduhyaun Inc. is not responsible for any expenses incurred by this event unless otherwise specified in this document and approved by Anduhyaun Inc.
10. All personal information collected in association with this event is protected under Anduhyaun Inc.'s privacy policies.

Third Party Organizer:

_____	_____	_____
Name	Signature	Date

Anduhayun Inc:

_____	_____	_____
Name	Signature	Date