



# Vancouver Public Library FOUNDATION

Thank you for thinking of the Vancouver Public Library (VPL) Foundation. If you or your organization wishes to host a special event or program to benefit VPL Foundation, **you must submit this completed proposal to the Foundation for approval.** Please mail or email: VPL Foundation, 350 West Georgia Street, Vancouver BC V6B 6B1. Email: [foundation@vpl.ca](mailto:foundation@vpl.ca).

Once an Event has been officially approved, a signed copy of the attached agreement form will be forwarded to the applicant. If you have any questions concerning this application or the agreement, please call the Foundation office at 604-331-3786.

## Contact Information

Name of Organization planning the event: \_\_\_\_\_

Please select the category that best describes you:

Corporation     School     Community     Service Club     Individual

Name of Contact person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Information

Name of Event: \_\_\_\_\_

Is this a one-time, annual, or ongoing event?     One-time     Annual     Ongoing \_\_\_\_\_  
(frequency)

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Target Market:     Family/Friends     Members     Customers     General Public     Employees

## Inspiration

What has inspired you to hold this event? (e.g. connection to the VPLF, or one of its entities?)

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**Financial Information:**

Proposed Budget: All costs to be paid directly by event organizer.

- 1 **TOTAL EXPECTED INCOME** (e.g. donations, auction, ticket sales, food and beverages sales, etc.) \$ \_\_\_\_\_
  
- 2 **TOTAL COSTS** (e.g. food/beverage, printing, advertising, etc.) \$ \_\_\_\_\_
  
- 3 **EXPECTED REVENUE TO VPL FOUNDATION** \$ \_\_\_\_\_

In order to keep administrative costs down we ask that money submitted be in the form of one cheque and that a copy of the event agreement form or a letter accompanies the cheque outlining the name and date of the event along with any other pertinent information. If there are pledge forms from your event, please attach one cheque for all pledges collected, along with the pledge forms.

**Support Provided by VPL Foundation:**

Please indicate, from the list below, if you require any of the following:

- VPLF Fact Sheet
- Posters
- Budget/expense template
- VPLF website and social media posts
- Use of space at VPL Central (restrictions apply, contact Sarah Anderson at VPL Foundation; [sarah.anderson@vpl.ca](mailto:sarah.anderson@vpl.ca) or 604-331-3786 and/or see VPL's rentals Policy and Regulations for more details: <https://www.vpl.ca/rentals/policy-and-regulations>)

In order for us to fulfill your request for support, two weeks' notice must be given prior to the start of the event/campaign.





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**Agreement for Special Event/Program Benefiting VPL Foundation**

\_\_\_\_\_, the PARTNER ORGANIZATION agrees to organize and implement an Event/program on \_\_\_\_\_, to benefit the VPL Foundation. The Event shall be described and referred to publicly as follows:

\_\_\_\_\_

The **PARTNER** agrees to use only the authorized name and logo of VPL Foundation in all media and printed materials relating to the special event.

**NO COST OR LIABILITY** associated with this event shall be incurred by VPL Foundation.

VPL Foundation agrees to provide the **PARTNER** with recognition commensurate with level of giving.

The **PARTNER** agrees to handle any monetary transactions, and to present the proceeds to VPL Foundation within 30 days following the Event.

The **PARTNER** will provide staffing and volunteers for the Event.

The **PARTNER** agrees to use its own mailing list for the Event.

The **PARTNER** will obtain all necessary permits, licenses or insurance.

The **PARTNER** agrees to follow VPL Foundation’s receipting practices, which align with the Canada Customs and Revenue Agency requirements.

VPL Foundation reserves at any time the right to withdraw the use of its name and logo.

Signed: \_\_\_\_\_  
(Partner)

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Signed: \_\_\_\_\_  
(VPL Foundation)

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_



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## **Third-Party Fundraising Guidelines**

Third-party fundraisers, or Independent Special Events, are an important component of the fundraising activities of the VPL Foundation. Beyond the funds raised, these events create awareness about the Library, and bring new support to the Foundation.

In order to ensure Third-party fundraisers have a positive impact on the Library's public image, please consider the following guidelines:

1. The VPL Foundation logo is a registered trademark, the use of which is restricted. All promotional materials, including advertising, point of purchase materials, tickets, and any other materials used by a partner organization will be approved by the VPL Foundation prior to use.
2. Official tax receipts will only be used in accordance with the Canada Customs & Revenue Agency requirements. The final decision to issue official tax receipts rests with the VPL Foundation.
3. Whenever possible, the Foundation would appreciate any written information or photographs that may be shared through VPL Foundation web and/or social media sites.
4. VPL Foundation does not approve the following types of events:
  - Programs that do not follow the Association of Fundraising Professionals (AFP) Code of Ethics
  - Events which promote the use of tobacco
  - Involve promotion of a political party, candidate or appears to endorse a political activity