



Ottawa Therapy Dogs Third-Party Fundraising Application and Agreement

Thank you for choosing Ottawa Therapy Dogs for your fundraising. Before hosting a Third-Party Fundraising Event to benefit our organization, we request that you submit an application for approval by email. Once approved, Ottawa Therapy Dogs will forward a signed copy of the agreement form to the third-party fundraising organizer.

Instructions

Please answer the following questions in one document and return to:
info@ottawatherapydogs.ca

Contact Information

- Application date
- Name of Organization/Business/Individual
- Lead Contact Name
- Mailing Address
- Telephone
- Email

Idea & Inspiration

- Why did you decide to support Ottawa Therapy Dogs?
- How did you hear about Ottawa Therapy Dogs?
- Describe your event or activity. What are your plans?
- What do you hope to achieve from the event or activity? What is your fundraising goal?



Logistics

- Date of activity/event
- Location and address of activity/event
- Activity/event start time and end time
- Number of attendees expected
- How you will promote the event?
- Will you be contacting local businesses for donations or support? If so, who?
- Would you like to use OTD's name and logo in your promotions? (Approval required)
- How can we help make your event a success? (Social media/E-Blast, therapy teams, speaker, postcards)
- How will funds be raised? (for example, pledges, ticket sales, auction)

Financial

- If donating a portion of net proceeds (rather than full amount) please specify the percentage.
- What is the expected date for funds disbursement to Ottawa Therapy Dogs?

Last but not Least

- Is there anything else you would like us to know?

Agreement

- Cut and paste the following into your document:

I, _____ have read and understood OTD's Third-Party Fundraising Guidelines and agree to abide them and to provide all information regarding the event to OTD in the application and will not proceed until approved. I agree that OTD has no financial or legal responsibilities for the event.

Signature: _____

Date: _____