

Third Party Event Guidelines

Thank you for your interest in supporting Yellow Brick House by hosting an event! Your hard work helps us empower thousands of women and children in our community every year. In order to help your event run as smoothly as possible, we have created these event guidelines for all events benefitting Yellow Brick House.

IMPORTANT INFORMATION FOR THIRD PARTY EVENT ORGANIZERS:

- ✓ All third-party event organizers must contact Yellow Brick House to **register your event**. To do this, email supporter@yellowbrickhouse.org or by calling 905-709-0900 ext. 2231. **It is imperative that Yellow Brick House is aware of all events supporting Yellow Brick House.**
- ✓ If the event is cancelled, please notify Yellow Brick House at least two weeks prior to the event date.
- ✓ Event organizers must communicate to sponsors, participants, and the general public that Yellow Brick House is not running the event, but is the **beneficiary** of the event.
- ✓ All marketing material containing Yellow Brick House's logo must be approved by Yellow Brick House prior to print and release.
- ✓ The use of Yellow Brick House's name and logo may not be used by a third-party event after the completion of the event.
- ✓ Yellow Brick House has the right at any time or for any reason to request that the third-party event cease any and all connection with Yellow Brick House.
- ✓ Yellow Brick House will not assume any legal or financial liability for third party events.

52 West Beaver Creek Rd., Unit 4, Richmond Hill, ON L4B 1L9
Crisis & Support Line (phone or text): **1-800-263-3247**
Administration: **905-709-0900** • Toll Free: **1-800-263-2231**
Charitable Registration Number: **11910 5187 RR0001**

www.yellowbrickhouse.org

    @yellowbrckhouse

HOW YELLOW BRICK HOUSE CAN SUPPORT YOUR EVENT:

- ✓ A letter of support that validates the authenticity of the of the event/organizer.
- ✓ Promotion of the event on our website and/or social media channels.
- ✓ Provide supplies, such as brochures, posters, donation forms, and print-ready files.
- ✓ Provide a copy of our Yellow Brick House logo.

TAX RECEIPTING NEED TO KNOW:

Please ensure that you fully understand the below tax receipting information. If you have any questions or would like clarification, please contact Yellow Brick House or reference the [Canada Revenue Agency](#) for more information.

- ✓ **It is your responsibility to communicate Yellow Brick House's taxing guidelines with your event donors.**
- ✓ Yellow Brick House will only issue tax receipts for the amount of the actual donation received. We cannot issue receipts for funds used to cover event expenses.
- ✓ Yellow Brick House can only issue tax receipts to individuals that make a direct donation without receiving an item or benefit in return.
- ✓ Tax receipts will be provided for donations of \$20 or more.
- ✓ Donor information and tax receipts must be received by Yellow Brick House within 4 weeks after the event.

We require the following information to properly process a tax receipt:

Yellow Brick House is happy to provide a donation form for this purpose.

- ✓ Donor's Name
- ✓ Donor's Address (including postal code)
- ✓ Donor's Telephone Number
- ✓ Amount of Donation
- ✓ Date of Donation

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Tax receipts CANNOT be issued for:

- ✓ Purchase of admission tickets, green fees, auction items or prizes
- ✓ In-kind donations
- ✓ Donated services (e.g. hiring an entertainer, caterer or auctioneer for an event)

FOR QUESTIONS AND ASSISTANCE, PLEASE CONTACT:

Resource Development Team

Yellow Brick House

Email: supporter@yellowbrickhouse.org

Telephone: (905) 709-0900 ext. 2231

Fax: (905) 709-1308

Thank you for supporting Yellow Brick House!

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