

The following guidelines are established to ensure your event is compliant with Arthritis Research Canada third party event policies and procedures. The guidelines are meant to help you hold a successful event and to protect the brand and reputation of Arthritis Research Canada.

**a**

Event organizers must receive written approval prior to promoting the event.

**b**

The Arthritis Research Canada name and logo are important symbols and should not be misrepresented.

**c**

Arthritis Research Canada does not specifically endorse products, corporations, individuals or services. Accordingly, your event must be promoted in a manner that avoids any statement or appearance of endorsement.

**d**

Arthritis Research Canada has no fiduciary responsibility for your event and assumes no liability for its planning, execution, staffing (including volunteers), promotion or the collection and management of food or monetary donations. Arthritis Research Canada will not pay any expenses incurred by the listed third party event. Third party event organizers must take proper precautions in securing necessary insurance and coverage for the event.

**e**

All promotional materials must clearly state that your event is raising funds for Arthritis Research Canada and include the percentage or amount (i.e. all proceeds) that will be donated to Arthritis Research Canada.

**f**

Arthritis Research Canada cannot solicit sponsors for your fundraising event and will not provide any donor, volunteer or celebrity contact information, mailing lists, press contacts, press releases or formal advertising.

**g**

Event organizers may not open any bank accounts using the Arthritis Research Canada name or taxpayer identification number.

**h**

If payments are made to the event organizer and the event organizer is not a Canada Revenue Agency qualified organization, the payments will not be eligible for income tax purposes.

**i**

Arthritis Research Canada is not responsible for any financial loss and may withdraw support of this third party event cancelling this agreement at any time should any activity be discovered to undermine the mission of Arthritis Research Canada.

**j**

If personal information is collected from donors at the event, you must insure that the information is kept confidential and secure.

**k**

Arthritis Research Canada must receive all donations within 30 business days of the conclusion of the event and/or promotion.

**l**

The event organizer is responsible for acquiring any applicable licences for liquor or gaming activities.