



### **Guidelines for Hosting A Community Event**

Thank you for your interest in hosting a community event in support of Roger's House, the charity of choice for the Sens Foundation. Complete the Sens Foundation application form and sign the Guidelines for Hosting a Community event. Send both completed forms to Jennifer Graves at gravesj@sensfoundation.com or fax both forms to 613-599-1471. A representative will contact you to discuss your event application and inform your group how the Sens Foundation can support you.

### **Agreement**

\_\_\_\_\_, the applicant, agrees to host a community fundraising event to benefit Roger's House, the charity of choice for the Sens Foundation on, \_\_\_\_\_ from \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ a.m./p.m.

The funds raised for Roger's House will be submitted no less than 60 days following the event date to the Sens Foundation at Scotiabank Place, 1000 Palladium Drive, Kanata, ON, K2V 1A5. Please make cheques payable to Roger's House.

### **Official Logo Use Guidelines**

Approval must be obtained prior to the use of the authorized name and logo for both the Sens Foundation and Rogers' House logo. The applicant will submit examples of all material being produced for approval. The Sens Foundation will provide you with the Roger's House logo guide and the Sens Foundation logo guide. Both the Sens Foundation logo and the Roger's House logo need to be present on your material to follow our branding guidelines. Logo's are available in color, black and white, French, English and in bilingual.

### **In Kind Support**

The Sens Foundation is happy to provide you with Roger House and Sens Foundation merchandise following a review of your event application. However we cannot guarantee your request or availability.

### **Tax Receipts/ Business Receipts**

The guidelines followed by the Sens Foundation are in accordance with the Canada Revenue Agency Charitable foundation rules and regulations. Receipts will not be issued by the Sens Foundation without the tax receipt form supplied by the Sens Foundation is filled out and handed in to the representative of the Sens Foundation. The Sens Foundation holds the authority

### **Licenses, Permits, Insurance**

The applicant is responsible for obtaining all licenses, permits and insurance policies for their event at their own cost. The Sens Foundation may request copies of these applications.

### **Participation on Event Day**

The applicant understands the players of the Ottawa Senators Hockey Club are not available to commit to attending community events and the Sens Foundation will not submit requests. The Sens Foundation can assist with the application for a Sparta Cat appearance but cannot guarantee his attendance. The fee for the Sparta Cat visit may be charged to the applicant. The Sens Foundation can assist with the application to request a speaker from Roger's House or the Sens Foundation, however we cannot guarantee a representative will be available.

### **Sponsorship/ Mailing Lists**

The Sens Foundation is not able to assist with acquiring sponsorships for your community event. The Sens Foundation is not able to provide you with a listing of our sponsors to help leverage your opportunity. In accordance with the privacy guidelines the Sens Foundation is not permitted to provide our mailing lists.

### **Promotion of Event**

The Sens Foundation can help promote your community event through our many channels. To assist us we require the Community Event Listing to be submitted. The Sens Foundation have five potential channels to help promote your event and will reserve the right to choose which avenue we choose for your event. We have the ability to promote on our website, Sens Foundation Insider, Sens Insider, Suite holders and Score Magazine. In addition we can promote the success of your event and showcase pictures from your event. The success story form will need to be submitted along with event photos. The Sens Foundation hold the right to choose the final content and which avenue for distribution. We do not guarantee your event will be entered in all advertisements available.

### **Roger's House**

Tours of the house are available by requesting through your Sens Foundation representative. The tours are not guaranteed and can be subject to the requirements held by the Sens Foundation to qualify for a tour.

### **Formal Cheque Presentations**

The Sens Foundation is happy to offer the opportunity to hold a cheque presentation with your group. The location and availability of a representative can be discussed with your Sens Foundation Representative.

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