

SECTION: Promotion & Fundraising
TOPIC: Official Language Guidelines
Effective Date: September 2015
Revised Date:

T6001

Special Olympics NWT will follow the Official Language Guidelines identified in Special Olympics Canada policy 4000-02.

These guidelines are used when speaking, writing or referring to people with disabilities, ensuring that everyone is portrayed with individuality and with dignity.

The above was approved by the Special Olympics NWT Board

President: 

Date: October 5, 2015

These guidelines are used when speaking, writing or referring to people with disabilities.

APPROPRIATE TERMINOLOGY

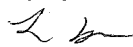
- A person has an intellectual disability rather than is suffering from, afflicted with, or a victim of an intellectual disability.
- Always use people-first language, placing the person before the disability (e.g. person with an intellectual disability, not "the intellectually disabled" or "the intellectually disabled person")
- Distinguish between adults and children with an intellectual disability. Use adults or children, or older or younger athletes.
- Down syndrome has replaced Down's syndrome.
- Refer to participants in Special Olympics as athletes. In no case should the word appear in quotation marks.
- The words "Special Olympics" are never written without the "s" at the end of "Olympics".

TERMINOLOGY TO AVOID

- Refer to the person's disability only when it is relevant and necessary.
- Do not use the label kids when referring to Special Olympics athletes.
- Do not use the adjective unfortunate when talking about persons with an intellectual disability.
- Do not use the word "the" in front of Special Olympics unless describing a specific Olympics event or Games.

The above was approved by Special Olympics NWT Management

Executive Director: _____



Date:

October 5, 2015

POLICY INTENT

In accordance with Canada Revenue Agency (CRA) guidelines, and for the benefit of a Third Party Event Organizer, Special Olympics NWT (SONWT) has established the following policy and guidelines to assist individuals and groups in raising funds for the benefit of Special Olympics NWT.

SONWT AUTHORITIES AND ACCOUNTABILITIES

Special Olympics NWT (SONWT):

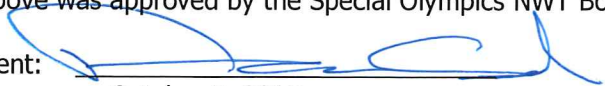
- a) will decide upon all applications submitted under this policy;
- b) may use on-line software to promote, and accept donations toward, approved Third Party Events;
- c) will issue volunteer thank you letters upon request;
- d) may issue tax receipts in accordance with the legislative, regulatory and policy directions of the Canada Revenue Agency;
- e) will review applications for consistency with SONWT objectives and policies;
- f) will review and may approve potential sponsors;
- g) may, upon request, authorize Third Party Event Organizer(s) to apply for gaming licenses;
- h) will review, and may approve, a Third Party Event Organizer's promotional materials; and
- i) will, for each approved event, enter into an event specific agreement with the Third Party Event Organizer which will summarize SONWT commitments and contributions as well as the Third Party Event Organizer's event specific obligations to SONWT.

POLICY REVIEW

This Policy will be reviewed by SONWT five years after coming into force and thereafter every five years after the previous review.

The above was approved by the Special Olympics NWT Board

President:

Date:  October 5, 2015

SECTION: Promotion and Fundraising
TOPIC: Third Party Fundraising Events
Effective Date: November 17, 2014
Revised Date:

M6005

SONWT AUTHORITIES AND ACCOUNTABILITIES

Special Olympics NWT (SONWT):

- a) will decide upon all applications submitted under this policy;
- b) may use on-line software to promote, and accept donations toward, approved Third Party Events;
- c) will issue volunteer thank you letters upon request;
- d) may issue tax receipts in accordance with the legislative, regulatory and policy directions of the Canada Revenue Agency;
- e) will review applications for consistency with SONWT objectives and policies;
- f) will review and may approve potential sponsors;
- g) may, upon request, authorize Third Party Event Organizer(s) to apply for gaming licenses;
- h) will review, and may approve, a Third Party Event Organizer's promotional materials; and
- i) will, for each approved event, enter into an event specific agreement with the Third Party Event Organizer which will summarize SONWT commitments and contributions as well as the Third Party Event Organizer's event specific obligations to SONWT.

DEFINITIONS

Third Party Events: For the purposes of this Policy, SONWT approved fundraising events are undertaken to raise funds for and awareness of SONWT. SONWT will use these funds to develop and deliver programming consistent with SONWT objectives and policies. Third Party events are not run by SONWT staff or volunteers.

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: October 5, 2015

SECTION: Promotion and Fundraising
TOPIC: Third Party Fundraising Events
Effective Date: November 17, 2014
Revised Date:

M6005

PROVISIONS

(1) THIRD PARTY APPLICATIONS

Submission of a signed Third Party Funding Event Application for each proposed event is a pre-condition of SONWT's authorization (see application).

(2) CRITERIA

Third Party Events should:

- i. be consistent with the mission and values of the SONWT;
- ii. maintain a positive presentation and give the SONWT positive exposure and increased public awareness;
- iii. provide a net financial gain for SONWT programs;
- iv. meet event requirements for staff, volunteer and financial resources;
- v. not utilize the services of for-profit fundraisers paid on a commission basis;
- vi. not encourage or involve behaviour that is counter to SONWT objectives or program activities; and,
- vii. not promote or support political parties or candidates, or endorse partisan political activity.

SONWT reserves the right to refuse involvement, and the use of its name and logo, in any event that does not meet with its expressed approval, and to relinquish support to any Third Party Event Organizer(s) that does not abide by the policies, criteria, and guidelines set out in this agreement, without any liability or obligation.

(3) PROMOTIONAL MATERIALS AND THE SONWT BRAND

Third Party Event Organizer(s) are required to acknowledge and adhere to the following guidelines:

- i. it is important to uphold SONWT brand integrity and consistency in dealing with the public;

The above was approved by Special Olympics NWT Management

Executive Director: _____

Date: October 5, 2015

-
- ii. the use of the SONWT name is permitted only with SONWT approval;
 - iii. SONWT must review and approve, prior to distribution, all promotional materials including, but not limited to, letters, brochures, press releases, flyers, and advertising; and,
 - iv. The SONWT name is not permitted to be used on Third Party Event Organizer(s) product packaging without the expressed consent of SONWT.

(4) DONATIONS AND SPONSORSHIPS

SONWT will:

- i. not solicit sponsors on behalf of Third Party Event Organizer(s); and
- ii. have final approval of a Third Party Event Organizer's solicitation of any sponsor.

(5) GAMING

SONWT will:

- i. not apply for gaming licenses on behalf of Third Party Event Organizer(s); and,
- ii. reserve the right to deny a Third Party Event Organizer's request to apply for a gaming license specific to a Third Party Event.


(6) STAFFING AND VOLUNTEERS

The Third Party Event Organizer will provide staffing and volunteers for each event. Upon request from the Organizer, SONWT will provide a letter to volunteers recognizing them for their volunteer hours.

(7) INSURANCE

SONWT will not underwrite any third party event.

The above was approved by Special Olympics NWT Management

Executive Director: 

Date: October 5, 2015

(8) ACCOUNTABILITY

A Third Party Event Organizer will:

- i. maintain, and share with SONWT, a record of all donations received;
- ii. provide SONWT with a final listing of all donors requesting tax receipts, including each donor's full name, mailing address and the amount donated;
- iii. provide periodic status reports to the SONWT on an agreed-upon basis;
- iv. provide reasonable notice of any Third Party Event cancellation;
- v. inform the SONWT if the Third Party Event is to benefit other charity partners; and,
- vi. be responsible for any financial losses or unsettled accounts.

Third Party Event Organizer(s) will not name SONWT in any contract or agreements or sign contracts or agreements related to the fundraising event without SONWT's written consent.

(9) TAX RECEIPTS AND GIFT ACKNOWLEDGEMENTS

SONWT may provide tax receipts for qualified gifts over \$20 in value received by SONWT through:

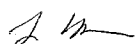
- i. the SONWT's on-line donation system;
- ii. cheques made out to SONWT; and
- iii. donations provided to SONWT and recorded on an SONWT approved pledge sheet.

SONWT will not issue tax receipts for:

- i. donations that do not comply with Canada Revenue Agency rules and regulations; or
- ii. Gifts-In-Kind made to a Third Party Event Organizer

The above was approved by Special Olympics NWT Management

Executive Director: _____



Date:

October 5, 2015