



Your role as an event organizer

We are excited when Light The Night walkers are interested in starting their own event. Hosting your own Light The Night (LTN) event will be an extremely inspiring and rewarding experience; however there are a lot of things to consider in planning your Walk. ****Please note that The Leukemia & Lymphoma Society of Canada assumes no legal or financial liability associated with the event.***

Our [regional staff](#) is available via phone and email to provide feedback and support as needed. They will also provide guidance on best practices, timelines and recommendations to help you along your Light The Night journey.

As a host you are responsible for:

- Venue:** You must search for and book a venue for your LTN event. You must be aware of any necessary permits, fees, insurance requirements and regulations required at this location.
- Insurance:** You must liaise with venue staff to provide any necessary and adequate insurance coverage.
- Costs:** As a host you are responsible for any costs associated with putting on your event. You will need to think about costs you wish to recoup and how you will do so. It is not possible to reimburse your costs from money raised online. We highly recommend trying to get the cost of any needed items or rentals donated to your event. See items 2, 4 & 5 of the attached agreement.
- Sponsorships:** Any companies sponsoring your event must align with the LLSC's mission to cure
- Promotions:** You are responsible for promoting your LTN event. Please see item 6 on the attached agreement.
- Fundraising:** You are responsible for delivering to our office any offline donations collected by your participants. Please see item 11 on the attached agreement.

Incentives: Ensure your walkers qualify for incentives and redeem them in advance of the walk. See [website](#) for more details.

Please ensure that you understand all of your responsibilities and clarify any questions before handing in the attached **Liability Release Agreement**. For questions or concerns please contact your [local LTN staff](#).

The Leukemia & Lymphoma Society of Canada

Community Event & Liability Release Agreement

The Leukemia & Lymphoma Society of Canada (LLSC) is grateful to all those businesses, organizations and/or individuals who seek to conduct a third party event in support of our mission. Protecting the LLSC's hard earned reputation by associating with quality community events is more important than the incremental funds raised by those events. With this in mind, the undersigned agrees to the following when conducting community events for the LLSC.

1. The business/organization/individual will not open any bank accounts using the LLSC's name or Charitable Business Number. Any cheque donations listing the LLSC as "payee" will be forwarded to the LLSC for deposit in a LLSC bank account.
2. Only donations made directly to the LLSC can be tax receipted (to the extent permitted by law). Donations made directly to a third party event can thus, be used to cover the event's expenses but they cannot be tax receipted.
3. Due to limited personnel resources, the LLSC can not provide staff support to third party events.
4. The business/organization/individual agrees to minimal expenses related to the third party event.
5. The business/organization/individual agrees to an "open book" policy, and to provide an event plan and budget if requested.
6. Any use of the Society's name, logo or stationary in any mailing, advertising or for the media must receive prior approval from the LLSC.
7. The LLSC will not enter into any agreement with a business/organization/individual when there is a potential conflict of interest with the LLSC's programs and policies
8. All fundraising to be conducted for the exclusive benefit of the LLSC. Any variance must be approved by the LLSC in advance to the event.
9. You agree that you hold confidential and will not copy, distribute or reveal information related to participants associated with this Walk
10. All third party event organizers are responsible for providing insurance as required by law or established business practice.
11. A cheque for the third party event's net proceeds (i.e gross proceeds less all related expenses), must be delivered to the Leukemia & Lymphoma Society of Canada within 14 days of the event's conclusion.
12. The LLSC does not approve the following types of fundraising aligned with a corporation whose mission is in conflict with our organizational priorities. Specific industries in question include tobacco; alcohol; food; medical devices and equipment; complementary and alternative medicines/therapies; personal cancer screening and testing products; pesticides and herbicides; and artificial tanning (using ultraviolet rays).

I individually or as a representative of the named business or organization, agree to the above requirements and hereby fully release and agree to hold harmless the Leukemia & Lymphoma Society of Canada, and its affiliates, their Officers, Directors, Trustees, agents, employees and representatives, successors and entities, together with their insurers, of and from any and all liability, claims, damages, expense or causes of action for any reason.



Community Event Organizer Name:

Organizer Signature:

Community Event Name:

Date:

LLSC Representative & Chapter Name:

www.llscanada.org