

Events Policy

Purpose

The purpose of this policy is to set out the course of action that is required when Lupus Ontario has been designated as the recipient charity of a third-party event.

Policy Application

This policy applies to all staff, board members and volunteers of Lupus Ontario.

Policy Type

External

Executive Champion

The Chair of the Fund Development Committee of Lupus Ontario is the executive champion of this policy.

Policy Details

Process for executing an event on behalf of (“supporting”) Lupus Ontario:

1. Outline of event, in writing, is to be submitted to the Fundraising & Marketing Manager stating: the purpose of the event, the timing of the event, expected numbers of participants, proposed budget, proposed revenue for Lupus Ontario, and support needed from Lupus Ontario staff (government or media relations support). The outline/proposal must demonstrate an appetite for the event in the marketplace. The organizer must complete the Third-Party Events Form or provide the same information by email and submit to the Fundraising & Marketing Manager. The Fundraising and Marketing Manager will send the Third-Party Fundraising Event Package to the organizer and ensure that they understand expectations including the Lupus Ontario fundraising and tax receipting guidelines.
2. The Fund Development Committee will approve or decline the event as “supporting” Lupus Ontario or as a recipient charity of the event proceeds after the above-mentioned documentation has been submitted.
3. Once approved, volunteers running the event must work closely with the designated Lupus Ontario staff person to ensure that spending, planning, and execution is on track.
4. All promotional materials and strategies must adhere to the Lupus Ontario Communications Policy.

Lupus Ontario will manage all government relation aspects of the event. Lupus Ontario will also manage all media relations for the event at the provincial level. Local media can be approached by the event coordinators themselves operating within Lupus Ontario’s communication policy.

Lupus Ontario has the right to decline or pull out of any event that is not consistent with its mission, does not make sound business sense, threatens its brand, or overextends its spending.

Events will not be approved that:

- Violate any federal, provincial, or municipal law.
- Violate The Ontario and Canadian Human Rights Codes.
- Compromise Lupus Ontario's integrity or interfere with our programs.
- As a condition thereof, require any action on the part of Lupus Ontario, which is unacceptable to the Board of Directors. Require or stipulate the future employment at Lupus Ontario of any specified person.
- Contain unreasonable conditions.
- Are financially unsound or that would expose Lupus Ontario to liability or embarrassment.

Monitoring and Compliance

The Chair of the Fund Development Committee of Lupus Ontario will be responsible for the monitoring and compliance of this policy.

Policy Review

To be reviewed every five years.