



Ottawa Therapy Dogs Third-Party Fundraising Guidelines

- Get approval from Ottawa Therapy Dogs four weeks before your event or activity.
- Third-party fundraising organizer must be 18 years of age or older.
- Marketing materials must state: "In support of Ottawa Therapy Dogs." The event or activity must not be promoted as an official Ottawa Therapy Dogs event.
- Use of Ottawa Therapy Dogs name and/or logo must be pre-approved by OTD.
- All images on promotional/marketing collateral must be pre-approved by OTD.
- Ottawa Therapy Dogs is not legally or financially liable for the event or activity.
- Ottawa Therapy Dogs does not issue tax receipts for third-party fundraising costs.
- Licenses, insurance, or fees are the sole responsibility of the third-party fundraising organizer.
- Third-Party events and activities must comply with health and safety standards.
- OTD can issue tax receipts for donations of \$10 or more as per Canada Revenue Agency regulations. Third-party event or activity organizer must provide name, address, contact information and donation amount for each individual donor. Funds raised may be sent to Ottawa Therapy Dogs by E-Transfer, Paypal or cheque. Cheques can be mailed to:
Ottawa Therapy Dogs, 99-1568 Merivale Road, Suite 369, Ottawa ON K2G 5Y7