



Childcan, The Childhood Cancer Research Association
Registered Charitable #11885 1930 RR0001
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Community Fundraising Event Application

Thank you for your interest in holding an event to support Childcan. Your event will help raise awareness and much-needed funds to assist the many local children and families living with childhood cancer and beyond. On their behalf, thank you for choosing to support Childcan and for your efforts in organizing your event. Your support truly does make a difference!

A. Contact Information

Name of organization planning the event: _____

Name of contact person: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone (Business): _____ Home/Cell Phone: _____

Fax: _____ Email: _____

B. Event Information

Event Name: _____

Type of Event: One-time Annual Ongoing

Event Date(s): _____

Event Time(s): _____

Event Location: _____

Address of Location: _____

Event Email: _____

Event Website: _____

C. Event Details

Briefly describe the event and how the funds will be raised. For example, through ticket sales, silent auction, donations at the door, etc. Use separate sheet if necessary.

What inspired you to host this event?

D. Lottery Licences

Please note that BINGOS, RAFFLES and 50/50 DRAWS are regulated by the Alcohol and Gaming Commission of Ontario (AGCO). Childcan staff must apply for the license. Childcan is legally bound to uphold the rules and regulations set forth by the AGCO. It takes a minimum of 4 weeks to process applications through the AGCO.

Is a lottery license required for this event?

Yes

No

E. Public Relations Information

Briefly describe the proposed publicity plan for the event/program including any websites, social media, radio, television and newspaper advertising:

Would you like your event listed on Childcan's website?

Yes

No

Will you require an online fundraising option?

Yes

No

Will promotional materials (e.g. flyers and posters) be printed?

Yes

No

If yes, please indicate where they will be distributed and when:

F. Proposed Budget Expense and Revenue

Revenue—Projected Gross Revenue \$ _____

Brief explanation of items that make up Gross Revenue _____

Expenses

Venue Rental \$ _____

Food and Beverage \$ _____

Printing (tickets, posters, signage, etc.) \$ _____

Advertising \$ _____

Prizes \$ _____

Permit(s) \$ _____

Insurance \$ _____

Contract Services (event set-up, tent rentals, clean-up, etc.) \$ _____

Entertainment/lodging/travel (fees for performance, etc.) \$ _____

Monies paid to exhibitors/consultants, etc. \$ _____

Other (please specify) \$ _____

Other (please specify) \$ _____

Other (please specify) \$ _____

Total Expenses \$ _____

Net Revenue (Gross Revenue-Total Expenses) \$ _____

Donation to Childcan \$ _____

Percentage of overall donations to Childcan 25% 50% 100%

Will other charitable organization(s) benefit from this event? Yes No

If yes, please provide information on the donation allocations to the other charity(ies)

Will you require or like to offer credit card payments for activities during your event or donations in support of your event? Yes No

G. Promotional Materials

Promotional materials are free of charge. We ask that you help keep costs inline by only ordering what you anticipate you will use.

Amount Requested

Brochures

Report of Hope

Promotional DVD

H. Donor Recognition

Please indicate the name you would like used for any donor recognition: _____

I. Terms and Conditions

1. Childcan may not be used in the *title* or *name* of the event. For example, the event name "Childcan Car Wash" cannot be used. The correct event name would be "Car Wash in support of Childcan"
2. When permission is given by Childcan to use these logos and/or names in conjunction with any fundraising event, all promotional or fundraising materials (including ad proofs, broadcast copy and specialty items) **must also be approved by Childcan prior to production and distribution**. If you require Childcan's logo, please contact us to obtain the electronic files. Permission to use this logo is not automatically guaranteed and will be confirmed by Childcan.
3. The part of the event that will raise money for Childcan needs to be clearly stated on the promotional material. For example:
 - "All proceeds go to Childcan" OR
 - "A portion (for example 50%) of the ticket price will be donated to Childcan"
4. The volunteer event organizer agrees to handle all monetary transactions and to present the proceeds to Childcan within 45 days of the event.
5. The volunteer event organizer will obtain all permits and insurance.
6. Childcan is not responsible for any financial losses incurred in the event.
7. Childcan will not be held liable for any damage, risk, injury, or otherwise with this event.
8. Childcan is not responsible for any damage or accidents to person or property.
9. Charitable donation receipts will only be issued in accordance with the Canada Revenue Agency guidelines. The final decision to issue official donation receipts rests with Childcan. Not all funds raised qualify for tax receipts. **Please clarify details of your event and the receipts you would like to offer with Childcan prior to your event.**
10. Childcan staff and volunteer presence at the event cannot be guaranteed. If you require Childcan volunteers to help at your event, please call Childcan at least 3 weeks before the event, and we will make every effort to find a suitable volunteer(s).

11. Childcan reserves the right to withdraw the use of its name at any time and will not assume any costs that may be involved in doing so.
12. Donor recognition for the fundraising event will be provided in accordance with Childcan procedures.
13. Childcan is committed to protecting the privacy of personal information about its volunteers, donors and other supporters. During the course of running your event, personal information (such as addresses and phone numbers) from donors may be acquired. This information is to be kept confidential at all times, and only given to a Childcan staff person.
14. Childcan is compliant with the Personal Information Protection and Electronic Documents Act (PIPEDA). Childcan will not use acquired personal information for any purposes other than those related to the event unless prior consent has been obtained. If you have any questions or concerns, please contact the Childcan office at 519-685-3500.

J. Community Fundraising Event Agreement

Based on the information provided in the Community Fundraising Event Application, Childcan and the undersigned understand and mutually agree to the following:

- Event information and event details
- Lottery Licenses, regulated by the Alcohol and Gaming Commission of Ontario
- Logo/promotion clause
- Tax receipt clause
- Donor recognition outline
- Privacy Policy

On behalf of the organization holding the fundraising event

Signed _____

Applicant

Date _____

On behalf of Childcan

Signed _____

(Childcan staff)

Date: _____