

# Event Proposal Form

Thank you for thinking of the Canadian Cancer Society (CCS), BC & Yukon Division for your fundraising. If you (or your organization) wish to host an Independent Fundraising Event (IFE) to benefit the CCS, we request that you submit a completed proposal to the Society for approval. Please email, mail, fax or bring this form to your local CCS office.

Once your fundraiser has been officially approved, a signed copy of the attached agreement form will be forwarded to the event organizer along with additional information to help you get started with your fundraising.

PLEASE NOTE: This application must be approved by the Canadian Cancer Society, BC and Yukon Division prior to publicizing or holding your fundraiser.

## Contact information

Name of Organization (if applicable): \_\_\_\_\_

Please select the category that best describes you:

Corporation    School    Community    Service Club    Individual    Other

Name of Primary Contact person: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

## Event information

Event Name: \_\_\_\_\_  New    Returning

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

What inspired you to hold this event? \_\_\_\_\_

Please describe your event and how the funds will be raised (i.e. ticket sales, raffle, auction, pledges, online fundraising, proceeds from sales).

## Financial information

Please provide us with your best estimates of the following general budget information:

Total Expected Revenue: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_ Anticipated Net Revenue: \$ \_\_\_\_\_

Amount/Percentage of Net Revenue to be given to the CCS\*: \_\_\_\_\_ Date contribution to CCS is expected: \_\_\_\_\_

\*If funds from your event will be shared, please list all beneficiaries and break down proceeds to each. \_\_\_\_\_

Would you like tax receipts for your fundraising activity?  Yes  No   Have you read the CRA guidelines on tax receipts?  Yes  No

Will you be engaging in any gaming activities?  Raffle    50/50 Draws    Bingo    Other: \_\_\_\_\_

## Support provided by the Canadian Cancer Society

At the discretion of the local office, the CCS would be pleased to provide you with a small supply of promotional materials for your event.

Please indicate which of the following you would like to receive:

CCS Informational brochures    Donation forms    CCS Banner    Event Poster Template

In order for us to fulfill your requests for support, at least 2 weeks' notice is preferred.

## Marketing/Publicity information

Will media be attending the event?  Yes    No

Will promotional materials, such as flyers, posters or advertisements be printed?  Yes    No

Would you like to request the use of our Proud Supporter Logo?  Yes    No

## Privacy statement

We respect your privacy. The Society collects your personal information in order to process your request to organize an event for the Canadian Cancer Society. We may also contact you from time to time with information about other ways you can help us in our fight against cancer. If you prefer not to receive this kind of communication from us, or for more information about our privacy practices, visit [www.cancer.ca](http://www.cancer.ca), call 1.800.663.2524, or email [donorservices@bc.cancer.ca](mailto:donorservices@bc.cancer.ca).

## Independent Fundraising Events policies

Independent Fundraising Events are a very important component of the fundraising activities of the CCS. Beyond the funds raised, these events help create awareness about the Society and bring new support to our organization.

In order to ensure Independent Fundraising Events have a positive impact on the Society's public image, the following policies must be followed:

1. CCS logos are registered trademarks; unauthorized use is prohibited. All materials bearing the Canadian Cancer Society's name and/or Proud Supporter Logo must be submitted to the Society's office prior to printing.
2. All event advertising must clearly indicate the exact portions of proceeds to be donated to the Canadian Cancer Society.
3. Official tax receipts will only be issued in accordance with CRA guidelines. The final decision to issue official tax receipts rests with the Canadian Cancer Society.
4. Event expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by the Canadian Cancer Society.
5. If there is to be any gaming activities at your event (i.e. raffle, bingo or 50/50 draw), a gaming license is required by law. The licensing process may take up to 10 days to complete. Application can be made online at [www.pssg.gov.bc.ca/gaming](http://www.pssg.gov.bc.ca/gaming). Please contact the Gaming Office at 1.800.663.7867 to discuss your gaming proposal prior to applying.
6. The Canadian Cancer Society does not approve the following types of fundraising:
  - Programs that involve professional fundraisers, telemarketing and/or an agreement to raise funds on a commission, bonus or percentage basis (with the exception of cause-related marketing programs developed with corporate partners).
  - Third-party fundraising aligned with a corporation whose mission is in conflict with our organizational priorities. Specific industries in question include tobacco; alcohol; food; pharmaceutical, biotech, and medical devices and equipment; complementary and alternative medicines/therapies; personal cancer screening and testing products; pesticides and herbicides; and artificial tanning (using ultraviolet rays).
7. The Society's special event insurance policy does not extend to this event. Independent fundraisers are required to arrange for appropriate insurance coverage for the event. By accepting the terms and conditions set forth in this application, the event organizer clearly understands that they are accepting responsibility for claims that may arise as a result of their event.

## Agreement for Independent Fundraising Event benefiting the Canadian Cancer Society, BC & Yukon Division

I, \_\_\_\_\_ (the IFE Organizer) agree to organize and implement an IFE on \_\_\_\_\_ (date) with previously specified proceeds to benefit the Canadian Cancer Society. The IFE shall be described and referred to publicly as follows:

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Please check to indicate you have read the following statements:

- The Organizer agrees to use only the authorized name and/or logo of the Canadian Cancer Society in any media and printed materials relating to their event (if name and/or logo are to be used).
- No cost or liability associated with this event shall be incurred by the Canadian Cancer Society.
- The Organizer agrees to remit funds to the Canadian Cancer Society within 3 months of the event.
- The Canadian Cancer Society agrees to provide the Organizer with recognition commensurate with the level of giving.
- The Organizer agrees to provide all staffing and volunteers for their event.
- The Organizer agrees to use its own mailing list for the special event.
- The Organizer will obtain all necessary permits, licenses and insurance.
- The Organizer agrees to follow the Canadian Cancer Society's tax receipting policies that adhere to Canada Revenue Agency standards.
- The Canadian Cancer Society reserves at any time the right to withdraw the use of its name.
- If the fundraiser is cancelled, the Organizer will notify the Canadian Cancer Society prior to the planned event day.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Organizer)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Canadian Cancer Society)