



Independent Fundraising Event Proposal Form

A. Contact Information

Name of organization planning the event: _____

Contact person: _____

Mailing Address: _____

City: _____ Postal Code: _____

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

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: _____

Fundraising Goal: \$ _____

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.

D. Promotion Plan

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

- Website _____
- Social Media (Facebook & Twitter) _____
- Printing Posters and/or flyers - All materials featuring the name or logo of FACS must be pre-approved prior to printing. If you require FACS logo please contact us to obtain the electronic files. Permission to use the logo is not automatically guaranteed and will be confirmed by FACS.
- Other:

E. Support Materials:

Please indicate if you need any of the following promotional tools. We ask that you help keep costs inline by ordering what you anticipate you will use. In order for us to fulfill your request for support a minimum of 3 weeks notice prior to the beginning of your event/campaign is recommended.

	<i>Required (Y or N)</i>	<i>Amount Requested</i>
SWAG (pinwheels, pens, magnets, post its etc)	_____	_____
FACS Generic Brochure	_____	_____
FACS Pull Up Banner	_____	_____
FACS Foundation Representative/Speaker (If Yes, please specify a time) *	_____	_____
Other	_____	_____

* We receive many requests of this nature, and as a result, cannot always guarantee our availability. However, every effort will be made to meet your requirements.

G. Donor Recognition

Please indicate below, the name that you would like used in any gift recognition.

Name of preference: _____

You're almost finished! Please read the event guidelines and don't forget to sign and date the form!

Independent Fundraising Event Guidelines

Family & Children's Services Foundation is responsible for all awareness and fundraising events on behalf of Family & Children's Services of the Waterloo Region

- Family & Children's Services Foundation (FACS) name and logo are registered trademarks and permission must be obtained before they are used.
- Family & Children's Services Foundation or FACS may not be used in the *title* or *name* of the event. For example, the event name "Family & Children's Services Foundation Car Wash" cannot be used. The correct event name would be "Car Wash in support of Family & Children's Services Foundation".
- When permission is given by FACS 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 FACS prior to production and distribution.**
- The part of the event that will raise money for FACS needs to be clearly stated on the promotional material. For example:
 - **"All proceeds go to Family & Children's Services Foundation"**
 - **OR**
 - **"A portion (for example 50%) of the ticket price will be donated to Family & Children's Services Foundation"**
- The volunteer event organizer agrees to handle all monetary transactions and present the proceeds to FACS within 30 days of the event.
- Family & Children's Services Foundation and FACS are not responsible for any financial losses incurred in the event. Family & Children's Services Foundation will not be held liable for any damage, risk, injury, or otherwise with this event.
- 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 FACS. Not all funds raised qualify for tax receipts. **Please clarify details of your event and the receipts you would like to offer with FACS prior to your event.**
- The volunteer event organizer will obtain all permits and insurance.
- All expenses are paid for by the event organizer and not covered by FACS.
- A FACS Foundation Representative at your event cannot be guaranteed. Please call FACS Foundation to arrange representation at least 3 weeks prior to the event.
- FACS Foundation 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.
- FACS Foundation is not responsible for any damage or accidents to person or property.
- Donor recognition for the fundraising event will be provided in accordance with FACS Foundation procedures.
- FACS Foundation does not conduct door-to-door fundraising or support independent fundraisers door-to-door fundraising or sales efforts.

- FACS Foundation 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 FACS staff person.
- FACS is compliant with the Personal Information Protection and Electronic Documents Act (Canada). FACS 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 Foundation office at 519-576-0540.

Independent Fundraising Event Agreement

Based on the information provided in the Independent Fundraising Event Proposal Form & Guidelines, the undersigned agree to the following:

- Event Information and Event Details
- Logo/promotion clause
- Tax receipt clause
- Donor recognition outline
- Privacy Policy

On behalf of the organization holding the fundraising event

Signed: _____
(Applicant)

Date: _____

OFFICE USE ONLY:

Approved by: _____

Date approved: _____