# Third Party Fundraising Event Form

## OVERVIEW

* Share your plans with us so we can help spread the word about your event.
* Many event ideas can be found online if you’re looking for ideas and inspiration.
* We can help you set up an event page on Canada Helps where charitable receipts can be automatically generated and revenue tracked and forwarded to Child Witness Centre.
* If you would like to use our logo or name in promotions, or your event attendees to receive charitable tax receipts, please complete this form and send to ryan.dufton@childwitness.com.
* Need any help? Contact Ryan Dufton at ryan.dufton@childwitness.com or 519-744-0904 x 221.

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| Contact Information |
| **Contact Name** |  |
| **Group/Organization Name** |  |
| **Contact Phone Number** |  |
| **Contact Address** |  |
| **Contact Email**  |  |

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| General Event Information |
| **Event Name** |  |
| **Event Type (Golf Tournament, Dance Etc.)** |  |
| **Date & Time of Event** |  |
| **Venue Name** |  |
| **Venue Address/Website** |  |
| **How many attendees do you expect? Please indicate adults and children.** |  |
| **Will Child Witness Centre be the sole charity of choice, or will the proceeds be shared with anyone else? If shared, what portion to each charity?** |  |
| **What amount of net proceeds do you hope/estimate will be donated to Child Witness Centre?** |  |

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| Supports  |
| **Will your donors require tax receipts?** *Receipts can be issued directly online if using Canada Helps as your online event tool. For all other donations (cheque, credit card, cash), we will require the donor’s full name, address, and phone number, along with each donation. Donation cards can be provided to easily record and return donations to Child Witness Centre immediately. Please refer to the Canada Revenue Agency for eligibility guidelines.*  |  |
| **Will you require a Child Witness Centre representative to assist or speak at your event? If yes, please provide timeframe and any specific details that might be helpful.** |  |
| **Do you require additional Child Witness Centre support? If yes, please specify.** |  |
| **What Child Witness Centre materials would you like for display at your event? This might include using our logo, pull-up banners, brochures, and/or large cheque.** |  |
| **Will there be a post event cheque presentation? If yes, when and where might it take place?** |  |
| **Any other details you would like to share?** |  |

## BUDGET

**All costs are to come out of the event proceeds or should be paid directly by the event organizer.** Please list expected revenues and expenses (even if you anticipate having them donated or sponsored).

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| Revenue | Expenses |
| **Sponsorship** **$** | **Location/Venue Rental** **$** |
| **Donations** **$** | **Food/Beverage** **$** |
| **Ticket Sales** **$** | **Printing (posters, tickets, etc.)** **$** |
| **Product Sales** **$** | **Prizes/Awards** **$** |
| **Silent Auction** **$** | **Advertising** **$**  |
| **Raffle\*** **$** | **License Fees** **$** |
| **Other** **$** | **Postage** **$** |
|  | **Security** **$** |
| *\*these events require a gaming license*  | **Liability Insurance** **$** **(if applicable)** |
|  | **Other** **$** **$** **$** |
| **TOTAL REVENUE** **$** | **TOTAL EXPENSES** **$** |
|  **NET PROFIT (Total Revenue minus Total Expenses) $** |

## POLICIES

* Net proceeds should be forwarded to Child Witness Centre within 30 days of the event.
* Ensure donations are made out directly to Child Witness Centre, in compliance with the Canada Revenue Agency (CRA) tax receipting procedures.
* Child Witness Centre is not responsible for any event expenses, or any financial loss or unsettled accounts as a result of this third-party event.
* Liability for the event is the sole responsibility of the event organizers and not Child Witness Centre.
* Child Witness Centre can provide a letter of support to be used to validate the authenticity of the event and its organizers if requested with two weeks notice.
* All materials using Child Witness Centre’s name or logo must be approved by Child Witness Centre, by emailing ryan.dufton@childwitness.com.
* The event will be conducted in a positive manner that builds awareness and enhances the reputation and image of Child Witness Centre in the community.
* A personalized thank you note can be provided by Child Witness Centre for any event sponsors and key donations with appropriate contact information.