

CONTACT INFORMATION

Name: _____

Organization Name (if applicable): _____

Email: _____

Phone: _____

Full Address: _____

EVENT DETAILS

Name of event: _____

Event Date: _____

Event Location: _____

Event Time: _____

Event Description (to be used for KWCS promo purposes):
Reason for event, what you'll be doing, why you chose KWCS etc.

How will you publicize your event?
KWCS must approve all promotional materials and use of our logo.

Social Media Posters Radio Other

Estimated date KWCS will receive funds: _____

Are the funds being split with another organization?

Yes No

Name of the organization: _____

SUPPORT FROM KWCS

Please indicate approximate numbers required from KWCS:

Brochures _____

Donation Box _____

Donation Cards _____

Pledge Forms _____

Would you like an online fundraising website?

Yes No

Would you like to use a KWCS Banner? Yes No

Do you require a digital file of KWCS Logo? Yes No

KWCS has a small staff and are not always available to visit your event. Please indicate your expectations:

FOR OFFICE USE ONLY

Funds Received Date: _____

Receipt Sent Date: _____

Please email completed forms to:
Jaclyn Draker
jaclynd@kidswithcancer.ca
Acting Manager, Signature & Community Events
or phone
Kids with Cancer Society 780.496.2459

Kids with Cancer Society

Thank you for your interest in supporting the Kids with Cancer Society (KWCS) by hosting a community event. In order to assist you with the planning and execution of a successful event, we ask that you read the Community Event Policies and Procedures and fill in the Agreement Form. THIS APPLICATION MUST BE APPROVED BY KWCS PRIOR TO PUBLICIZING OR HOLDING THE EVENT.

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

Policies and Procedures

What KWCS requests of community events organizers:

- Contact KWCS to register new events or update us on continuing events. It is important that the Society is aware of all events that are held in support of our programs.
- It is the event organizer's responsibility to communicate to sponsors, participants, and the general public that KWCS is not conducting the event, but is the beneficiary of the event.
- The event organizer will obtain all necessary permits, licenses, and insurances for their event and cover the cost of all event related expenses.
- KWCS cannot provide volunteers for the event.
- Tax receipts will be issued according to CRA guidelines.
- Tax receipting must be discussed with KWCS prior to your event.
- If funds are being split with another organization:
 - Please state recipients of funds in event proposal
 - You must list how the funds will be divided ex. 50-50 split; 50% to KWCS and 50% to Organization B.
 - Unless otherwise stated, it will be implied that KWCS will receive 100% of the proceeds of the event
 - Permission must be obtained from all organizations receiving split funds
 - All promotional materials must include all organizations benefiting from the event

KWCS cannot provide the following:

- Funding or reimbursement for event expenses
- Donor or sponsor lists
- Promotion or advertising of your event except on our website and social media.

Policies

- All community events require completion and approval of an Agreement Form
- All publicity (including media appearances and releases, print/promotional materials, use of logo etc.) for the proposed event must be approved by KWCS prior to being printed, released, etc.
- KWCS does not approve of community event fundraising that may be harmful to the KWCS image and KWCS has the right at any time and for any reason to request the event organizer cease use of the name KWCS in connection with the event.

I/we have read and understand the above policies and procedures for community events and agree to abide by them.

Signature: _____

Name: _____

Date: _____