

# Community Event Agreement

## 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 fundraising goal: \_\_\_\_\_

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 Forms \_\_\_\_\_
- 50/50, Raffle or Prize Draw (All require a license)  
 KWCS will issue an AGLC license upon request
- Silent Auction

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  
*All printed materials with KWCS Logo will need to be approved by us before distributing.*

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:  
**Marisa Hemmes**  
[marisah@kidswithcancer.ca](mailto:marisah@kidswithcancer.ca)  
*Receipting and Event Coordinator*  
 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.

### **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.

- 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

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_