

QEII FOUNDATION

EXCELLENCE • INNOVATION • LEADERSHIP

Community Fundraising Proposal & Registration

Thank you for planning to fundraise to benefit the QEII Health Sciences Centre. Please register your fundraising activity with us by completing this form and returning it to the QEII Foundation.

QEII Foundation - Special Projects
PO Box 9000, 1276 South Park St. Room 1-040, Halifax, NS B3H 2Y9
Fax (902) 473-7491 Phone (902) 473-3325

We will review your application and once your activity has been approved, return a signed copy of the attached agreement form to you. If you have any questions about this application or the agreement, please call the Foundation office at (902) 473-3325.

Please note: Approval from the QEII Foundation is required before you begin publicizing or hosting your event.

Date submitted: _____

Contact Information

Name of group/company hosting the fundraising activity: _____

Contact person: _____

Corporation School Community Service Club Individual

Mailing address: _____

Postal Code: _____ Business Phone: _____ Home Phone: _____

Fax: _____ Email address: _____

Description of Fundraiser

Title of Fundraiser: _____

Type of activity: One-time Annual On-going

Date: _____ Location: _____

Briefly describe the fundraiser and how revenue will be generated:

Target audience:

Family/Friends Members Customers General Public Employees/Staff

What area of the QEII Health Sciences Centre would you like to be the beneficiary of funds raised by your activity?

Wherever the need is greatest Other

If Other, please specify: _____

Will any other charitable organizations benefit from the event? Yes No

If yes, please list the other beneficiaries: _____

Please tell us about all (if any) individuals and/or companies you are considering to approach for sponsorship of your event (cash donations or donations of goods):

Event Requirements

Do you require any of the following:

Tax Receipts Yes No

It is important to discuss receipting with the QEII Foundation staff in order to determine whether we are able to issue tax receipts to donors; this ensures compliance with Canada Revenue Agency regulations.

Nova Scotia Alcohol & Gaming License Yes No

By law, a permit or license is required for any gaming portion of your event, including 50/50 draw, raffles, bingos etc. The QEII Foundation can assist you with obtaining these documents. The cost of the license will be charged back to your organization. A Ticket Lottery Report must be submitted to the QEII Foundation for reporting to the NS Alcohol and Gaming Division within 2 weeks after the event.

Liquor License Yes No

Please note that the QEII Foundation will not provide a liquor license for community events; the license must be acquired by the event organizers. More information about permits and licenses required by the Nova Scotia provincial government can be found at:

NS Labour and Workforce Development - Alcohol and Gaming Division

Licensing Section - Alcohol and Gaming Division

P.O. Box 545 Dartmouth, NS B2Y 3Y8

902) 424-6160 1-877-565-0556 (toll-free in Nova Scotia) www.gov.ns.ca/lwd/agd

Publicity

Briefly describe the proposed publicity plan for the event: _____

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

Does your group plan to use the name and/or logo of the QEII Foundation in your printed materials and publicity? Yes No

Logo – please indicate preferred file type: EPS JPG

Please note – ALL materials using the name or logo of the QEII Foundation must be approved by the Foundation before publication. The QEII Foundation logo is a trademark owned by the QEII Foundation and cannot be used without permission.

QEII Foundation Representation

If you would like a Foundation representative to attend your event, we would be happy to be there when possible. Although we cannot commit to volunteer during your event, we would be happy to say a few words of thanks or participate in cheque presentations.

Yes, I would like a QEII Foundation representative to be present at our event

Date: _____ Location: _____

Time to arrive: _____

Briefly describe what will be required of the QEII Foundation representative:

Event Agreement

Before you sign below, please read and acknowledge the following:

The organization/individual agrees that a representative of the QEII Foundation must approve this proposal and the use of its name and/or logo prior to publicizing or holding this event and further agrees to use only the authorized name of the QEII Foundation in any media and printed materials relating to this special event.

The organization/individual acknowledges that the QEII Foundation's name and logo can be used with permission only.

The organization/individual agrees to abide by the decision of staff of the QEII Foundation regarding approaching any company or individual for sponsorship of this event.

The organization/individual understands that the QEII Foundation is not responsible in any way for any debts or costs incurred as a result of this event. The sponsoring organization/individual agrees to hold the QEII Foundation harmless against the action of any creditors.

The organization/individual understands that the QEII Foundation will not assume any legal liability as a result of the event. The sponsoring organization/individual agrees to hold the QEII Foundation harmless against any action or against any legal actions.

By publicly naming the QEII Foundation as a beneficiary of this event, the organization/individual agrees to donate the full amount of net proceeds raised within 30 days of the event date, unless an alternative arrangement has been agreed upon. The QEII Foundation retains the right to verify financial reports from this event.

The organization/individual agrees to use its own mailing list. The QEII Foundation is not permitted to share donor information with any event organizer.

The organization/individual agrees to obtain all necessary permits, licenses and insurance except where these are provided through prior arrangement with the QEII Foundation. The organization/individual agrees to abide by the rules and regulations associated with any permit or license obtained for the event.

All sporting events require that participants sign waiver forms, waiving physical, personal and/or financial liability.

The organization/individual agrees to provide an 'opt out' clause for any person who signs up for this event and who by doing so provide personal information, such as telephone, mailing address or email address.

Any participant selecting the 'opt out' clause will have the option of choosing not to have their contact information used for any other QEII Foundation function or information mailing.

The organization/individual agrees to follow the QEII Foundation's receipting policies that adhere to the Canada Revenue Agency policies and procedures.

The QEII Foundation reserves the right at any time to withdraw its name and cancel this agreement by giving the organization/individual 24 hours' notice. The QEII Foundation is not responsible for financial or other damages that may result from such cancellation.

By signing below, the event or program organizer acknowledges the information contained in the Proposal is accurate to the best of their knowledge and having read this and the Community Fundraising Guidelines, understands and agrees the Proposal and Registration are binding on both parties and the organizations they represent. (Above text attributed to RAHF)

To keep administrative costs down, we request that funds raised be submitted in the form of one cheque, accompanied by a copy of the event agreement form, or a letter with details of the event – name, date and contact person. If your event involves pledges requiring tax receipts, please provide the complete name and address of the person making the pledge, including pledge amount. If your event is to be sponsored by an organization, please include the complete name and address of the organization and the name of a contact person so that we may issue a business receipt to that organization. For all other types of donations, please include one cheque for the overall amount of funds raised.

Cheques can be made payable to: QEII Foundation

Event Organizer	QEII Foundation
Print Name _____	Print Name _____
Signature _____	Signature _____
Title _____	Title _____
Organization _____	Date Signed _____
Phone _____	
Date Signed _____	

THANK YOU

After submitting this proposal, please allow two weeks for processing. You will be contacted once a decision has been reached about the QEII Foundation's involvement in your event.