

## Event Proposal Form

Thank you for your generous support of Colorectal Cancer Canada's mission to increase colorectal cancer awareness and education, patient support, and advocacy. If you or your organization wish to host a Third-Party Fundraising Event to benefit Colorectal Cancer Canada (CCC) we request that you submit a completed proposal to CCC for approval. Please email, mail, fax or bring this form to the CCC office in Montreal or Toronto.

Once your fundraiser has been officially approved, a signed copy of the attached agreement form will be forwarded to the event organizer along with additional information to help you get started with your fundraising.

This application must be approved by Colorectal Cancer Canada prior to publicizing or holding your fundraiser.

### Contact Information

Name of Organization (if applicable):					
Please select the category that best describes you:					
<input type="checkbox"/> Corporation		<input type="checkbox"/> School		<input type="checkbox"/> Community	
<input type="checkbox"/> Service Club		<input type="checkbox"/> Individual		<input type="checkbox"/> Other	
Name of Primary Contact person:					Title (if applicable):
Mailing Address:					
City:		Postal Code:		Home #:	
Cell #:		Work #:		Fax Number:	
Email:					

### Event Information

Event Name:			<input type="checkbox"/> New	<input type="checkbox"/> Returning
Event Date:		Event Location:		
What inspired you to hold this event?				
Please describe your event and how the funds will be raised (i.e. ticket sales, raffle, auction, pledges, online fundraising, proceeds from sales).				

### Financial Information

Please provide us with your best estimates of the following general budget information:

Total Expected Revenue:	\$	Expenses:	\$
Anticipated Net Revenue:		\$	
Amount/Percentage of Net Revenue to be given to CCC:			
Date contribution to CCC is expected:			
*If funds from your event will be shared, please list all beneficiaries and break down proceeds to each.			

Would you like tax receipts for your fundraising activity?  Yes  No

Have you read the CRA guidelines on tax receipts?  Yes  No

Will you be engaging in any gaming activities?  Yes (*indicate below*)  No

Raffle  50/50  Draws  Bingo  Other:

### Support Provided by Colorectal Cancer Canada

At our discretion, CCC would be pleased to provide you with a small supply of promotional materials for your event. Please indicate which of the following you would like to receive:

CCC Informational brochures  Donation forms  CCC Banner  Poster Template

*In order for us to fulfill your requests for support, at least 2 weeks' notice is preferred.*

### Marketing/Publicity Information

Will media be attending the event?  Yes  No

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

Would you like to request the use of our Proud Supporter Logo?  Yes  No



## Privacy Statement

We respect your privacy. Colorectal Cancer Canada collects your personal information in order to process your request to organize an event CCC. We may also contact you from time to time with information about other ways you can help us in our fight against cancer. If you prefer not to receive this kind of communication from us, or for more information about our privacy practices, visit [www.colorectalcancercanada.com](http://www.colorectalcancercanada.com), call 1.877.502.6566, or email [info@colorectalcancercanada.com](mailto:info@colorectalcancercanada.com)

## Third-Party Fundraising Events Policies

Third-Party Fundraising Events are a very important component of the fundraising activities of CCC. These events help generate much needed funds and awareness about CCC programs and bring new support to our organization.

In order for Third-Party Fundraising Events to have a positive impact on Colorectal Cancer Canada's public image, the following policies must be followed:

1. CCC logos are registered trademarks; unauthorized use is prohibited. All materials bearing the Colorectal Cancer Canada name and/or Proud Supporter Logo must be submitted to the CCC office prior to printing.
2. All event advertising must clearly indicate the exact portions of proceeds to be donated to Colorectal Cancer Canada.
3. Official tax receipts will only be issued in accordance with CRA guidelines. The final decision to issue official tax receipts rests with Colorectal Cancer Canada.
4. Event expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by Colorectal Cancer Canada.
5. If there is to be any gaming activities at your event (i.e. raffle, bingo or 50/50 draw), a gaming license is required by law. The licensing process may take up to 10 days to complete. Please contact your local Gaming Office at 1.800.663.7867 to discuss your gaming proposal prior to applying.
6. Colorectal Cancer Canada does not approve the following types of fundraising:
  - Programs that involve professional fundraisers, telemarketing and/or an agreement to raise funds on a commission, bonus or percentage basis (with the exception of cause-related marketing programs developed with corporate partners).
  - Third-party fundraising aligned with a corporation whose mission is in conflict with our organizational priorities. Specific industries in question include tobacco; alcohol; food; pharmaceutical, biotech, and medical devices and equipment; complementary and alternative medicines/therapies; personal cancer screening and testing products; pesticides and herbicides; and artificial tanning (UV).
7. Colorectal Cancer Canada's special event insurance policy does not extend to this event. Independent fundraisers are required to arrange for appropriate insurance coverage for the event. By accepting the terms and conditions set forth in this application, the event organizer clearly understands that they are accepting responsibility for claims that may arise as a result of their event.

## Agreement for Third-Party Fundraising Event Benefiting Colorectal Cancer Canada

I, \_\_\_\_\_ (the Third-Party Fundraising Event Organizer) agree to organize and implement a Third-Party Fundraising Event on \_\_\_\_\_ (date) with previously specified proceeds to benefit Colorectal Cancer Canada. The Third-Party Fundraising Event shall be described and referred to publicly as follows:

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*Please check to indicate you have read the following statements:*

- The Organizer agrees to use only the authorized name and/or logo of Colorectal Cancer Canada in any media and printed materials relating to their event (if name and/or logo are to be used).
- No cost or liability associated with this event shall be incurred by Colorectal Cancer Canada.
- The Organizer agrees to remit funds to Colorectal Cancer Canada within 3 months of the event.
- Colorectal Cancer Canada agrees to provide the Organizer with recognition commensurate with the level of giving.
- The Organizer agrees to provide all staffing and volunteers for their event.
- The Organizer agrees to use its own mailing list for the special event.
- The Organizer will obtain all necessary permits, licenses and insurance.
- The Organizer agrees to follow Colorectal Cancer Canada's tax receipting policies that adhere to Canada Revenue Agency standards.
- Colorectal Cancer Canada reserves at any time the right to withdraw the use of its name. If the fundraiser is cancelled, the Organizer will notify Colorectal Cancer Canada prior to the planned event day.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ (Organizer)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ (Colorectal Cancer Canada)