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Philanthropy and
Communications**

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Activity Proposal

Thank you very much for taking the steps to organize an event for (organization name). It is thanks to the support of the community that we can continue our mission which is (description of mission). Organizing your event is also a great way to raise awareness about the services we offer.

IMPORTANT :

- All fundraising activities must be approved by (organization name) before you start organizing your event.
- (Organization name) will not finance the startup of any activity. In addition, the organizing committee cannot incur any expenses on behalf of (organization name). Consequently (organization name) cannot be held responsible for any shortfalls or commitments made by the organizing committee in the context of the activity.
- If your activity involves door-to-door solicitations, please check with your municipality for specific rules, regulations and permits that may apply before submitting this proposal.
- All promotional material related to the activity must be approved by (organization name) before production.
- The organizing committee must obtain approval from (organization name) before soliciting a spokesperson for the activity.
- The organizing committee releases (organization name) from all fundraising responsibility of any kind.
- If applicable (organization name) cannot sell tickets on your behalf for the activity.

THE ORGANIZERS

☐ Individual ☐ Business ☐ School ☐ Association/organization ☐ Other

Please list the person responsible for organizing the fundraising event.

Name	
Address	
Telephone	
Email	



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Name, telephone and email of each organizing committee member, if applicable.

Name	Telephone	Email

DESCRIPTION OF ACTIVITY

Activity Name	
Date of activity	
Description of activity	
Location	
Target audience	
Why did you choose to raise funds for (organization name)?	

IMPORTANT

- The organizing committee is responsible for obtaining all necessary permits for the activity. (Organization name) cannot request an alcohol permit for activities organized by outside groups, nor provide a letter authorizing the request for an alcohol permit. If you would like to sell alcoholic beverages at your event, we strongly recommend that you organize your event at a location that already has a permit.
- The location where the event will be held must have an insurance policy.



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SPONSORS

If you are seeking sponsors for your event, please indicate which businesses who want to solicit. We want to ensure that these businesses are not too solicited and that they are compatible with our mission.

Business	Contact (if applicable)

INCOME TAX RECEIPTS

(Organization name) respects all laws and regulations imposed by the Canada Revenue Agency for the emission of tax receipts. It is very important to consult (organization name) before promising to issue tax receipts to participants at your event.

IMPORTANT

- (Organization name) issues tax receipts for donations of (minimum donation amount eligible for tax receipt). After the event, please provide us with a list with the following information for each donor: name, address, phone number, donation amount.
- Cheques must be made out to (organization name).
- All donations must be submitted to (organization name) no later than 30 days after the event.

VISIBILITY

(Organization name) has different materials available that it can lend for visibility purposes and to identify us as the beneficiary of your fundraiser.

(Indicate which material you have available to lend, such as brochures, posters, banners, donation boxes, etc.).



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REPRESENTATION

It is not always possible for a representative from our (organization name) to be present at fundraising activities organized by the community. Please advise us at least 30 days in advance of your event if you would like us to be present and we will do our best to be available.

AGREEMENT

Please sign and return this completed activity proposal to (organization name).

I have read and understand this agreement and agree to respect it.

Signature : _____

Date : _____

(Insert contact information for organization)