

Independent Fundraising Event Application



Thank you for your interest in supporting Sources Community Resource Centres for your fundraising event. We would love to help out in any way that we can, so we would appreciate if you could fill out this form and send to us via mail, fax, email or carrier pigeon at your earliest convenience.

Mail: ATTN - Fundraising 882 Maple Street White Rock, BC V4B 4M2
Fax: (604) 531-2316 [email: kglen@sourcesbc.ca](mailto:kglen@sourcesbc.ca)

CONTACT INFORMATION

Name of organization (if applicable): _____

Which best describes you:

Corporation School Service Club Community Group Individual/ Family

Primary Contact Person: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Cellular: _____

Email: _____ Website (if applicable) _____

EVENT INFORMATION

Event Name: _____

New Returning

Event Date: _____ Time: _____

Description of event: _____

Location of event: _____

Estimated number of attendees: _____ Percent of proceeds to be donated: _____

Would you like tax receipts to be issued for your fundraising activity: Yes No

Total expected revenue: \$_____ Expenses: \$_____

Will you be engaging in any of the following?

Raffle 50/50 Bingo Other type of gaming: _____

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SUPPORT PROVIDED BY SOURCES

When available, Sources 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:

- Sources informational brochures Banner Donation forms
- Event poster template Speaker from Sources Speakers' Bureau
- Event listing in the Sources online event listing (*at least 3 weeks' notice preferred*)

MARKETING/ PROMOTIONS

How will you market/ promote your event: _____

CONTRIBUTION DETAILS

Will any portion of the proceeds be going to any other organizations (charitable or otherwise)?
Please identify below:

Do you plan to seek corporate sponsorship? Please identify which companies:

How would you like to be recognized for your support?

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COMMUNITY RESOURCE CENTRES

SOURCES COMMUNITY RESOURCE CENTRES ROLE

Sources Community Resource Centres can:

- Provide a limited amount of signage and support materials
- Acknowledge your direct contribution to the Sources Community Resource Centre, and provide recognition that commensurate with level of giving
- Approve the use of Sources' name and Community Supporter logo for your event
- Provide information on tax receipting guidelines

Sources cannot:

- Guarantee staff or volunteer support at/ for your event without prior arrangement
- Share access to donor contact information
- Promote your event, beyond listing it on our website
- Apply for licenses for your event

TERMS AND CONDITIONS

- Use of the Sources logo may be permitted for third party fundraisers with prior approval
- Use of Sources name is permitted only with approved application
- Sources must review and approve all promotional materials prior to distribution
- All promotional materials must clearly state the percentage of proceeds or portion of ticket price that will be donated to Sources, including whether or not the donation will be gross or net of expenses
- Sources is not financially liable for the promotion and/ or stating of third party fundraisers
- The organizer of the event that is the subject of this agreement shall indemnify and hold harmless Sources, its officers, directors, and employees, from and against any and all claims, liabilities, costs, fines and expenses arising out of any claims or suits which may be brought against Sources for any reason in connection with this event and including, but not limited to:
 1. The organizers breach of obligations under this agreement including the organizers' obligations to comply with applicable law
 2. The organizers dealing with any third parties including third party contractors
 3. Unauthorized use by the organizers of the Sources' name, logo, or other proprietary symbols or information, or any unauthorized verbal presentations.
 4. Negligence or willful misconduct by the organizers or its employees, contractors, or agents
- The organizers shall retain insurance sufficient to cover any personal injury experienced by their staff, volunteers, participants or anyone else involved in the event or related pre or post event activities and Sources will be understood to be absolved of any such liability.
- Sources does not permit the following types of fundraising in a third party context:
 1. Programs that raise money on commission
 2. Events that encourage/ involve behavior that is counter to the Sources mission to promote social wellness in the community
 3. Events involving the promotion or support of a political party or candidate, or those which appear to be endorsing a political activity
 4. Direct solicitation (including, but not limited to door-to-door canvassing, telemarketing or internet
- Sources reserves the right to withdraw the use of its name at any time
- If the event is cancelled or rescheduled, the organizer will notify Sources as soon as possible, but at least 24 hours prior to the original date of the event.
- Sources shall not incur any costs associated with this event
- Sources has the right to decline events that discriminate against any person or group based on background, religion, gender, race, class, ethnic background, sexual orientation, age or physical ability. Sources also has the right to decline events that promote the use of drugs or alcohol.

AGREEMENT

I, _____ (Organizer) agree to organize and implement the event on _____ (date) with previously specified proceeds to benefit Sources. The event shall be described and referred to publicly as follows:

Signed: _____
(Organizer)

Print Name: _____

Date: _____

Signed: _____
(Sources Community Resources Society)

Print Name: _____

Date: _____