

## Contact Information

Name of Organization/Group:

Name of Primary Contact:

Address:  City:  Postal Code:

Phone (1):   Business  Home  Cell

Phone (2):   Business  Home  Cell

Email:

## Event Information

Official Event Name:

Event Date(s):  Start Time:  End Time:

Venue:

Briefly describe your event:

Will liquor be served at the event?  Yes  No

↳ If so, who holds the liquor license?

Is this the first year of the event?  Yes  No Past beneficiary:

What are your goals for the event (please list any financial and promotional goals)? *(ex: 100 attendees)*

Will other charities be benefitting from the event?  Yes  No

↳ If yes, what other charities will be involved:

Why did you choose KidsAbility to be the recipient of your event?

## Event Budget

Please note that KidsAbility Foundation recognizes that the figures below are estimates made to the best of your knowledge. We are not able to provide assistance to cover any costs as a result of the event. All expenses incurred must be paid by the individual or from the revenue generated from your event.

**Estimated Gross Revenue** *(before costs)* \$

Number of Tickets Available:

Cost/Ticket: \$

Sponsorship (In-Kind or Cash): \$

### Anticipated Expenses

Venue Rental: \$

Food & Beverage: \$

Advertising: \$

Printing (tickets, posters, etc.): \$

Prizes: \$

Other  : \$

Other  : \$

Other  : \$

**Total Expenses:** \$

**Estimated Net Revenue** *(after costs)*: \$

### Comments:

## Promotion & Support

KidsAbility staff can provide advice and guidance on event planning. While we cannot provide funding nor staff for your events, we will try our best to send a representative to attend upon request. Unfortunately with limited resources, we may not be able to accommodate all requests.

Please check other supports from KidsAbility Foundation:

Donation Box
  KidsAbility Brochures
  Tax Receipt(s)\*

KidsAbility Donation Forms & Envelopes
  KidsAbility Banner

Other:

**Tax Receipt(s)\*** will be issued at the sole discretion of KidsAbility Foundation according to Canada Revenue Agency guidelines. The issuing of receipts must be approved by KidsAbility Foundation prior to the event.

Will your event be promoted:
  Privately (*internally*)
  Publicly
  Both

How will you promote your event?

Word of Mouth
  Posters/Flyers
  Brochures
  TV

Social Media
  Newspaper
  Radio
  Web

Other:

Would you like your event to be promoted on the KidsAbility website?
  Yes
  No

Once your event has been approved by the Foundation, we will provide you with a proper logo to use. Please do not alter it. KidsAbility is happy to promote your event on social media once you have tagged us @KidsAbility.

## Additional Information:

Please tell us any additional information or ask any questions of us that you might have.

## Agreement:

I, \_\_\_\_\_, agree that the information in this form is the best representation of the event I/we plan on organizing on behalf of KidsAbility Foundation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Thank you for helping to make brighter futures happen at KidsAbility!**



## Community Fundraising Events and Activities

### Terms and Conditions

#### General Principles

The Terms and Conditions that follow are meant to help potential organizers understand both the expectations and the boundaries under which Community Fundraising Event Organizers "Organizers" and KidsAbility Foundation "Foundation" must operate to engage in a community fundraising initiative which will benefit KidsAbility Centre for Child Development "KidsAbility" and all those involved in the offering of the event itself.

The following Terms and Conditions are dictated in part by Canada Revenue Agency regulations, privacy protections set out in the federal Personal Information Protection and Electronic Documents Act (PIPEDA), CASL (Canadian Anti-Spam Legislation) in part by Imagine Canada criteria, and in part by general policy directives that KidsAbility Foundation has adopted best practices from other major Canadian charities.

#### What is a KidsAbility Community Fundraising Event?

Community Fundraising Events are volunteer-driven fundraising initiatives that are planned, run, and financed by the individual(s) or organizations with express approval of the Foundation and intending to donate all or a significant portion of the net proceeds of the event to the Foundation in support of KidsAbility.

#### Community Fundraising Events in support of KidsAbility Foundation are required to:

- be fully compliant with all legal requirements;
- be fully consistent with the mission, vision and values of KidsAbility Foundation;
- give KidsAbility Foundation positive exposure and increased public awareness;
- provide all staffing and recruitment of volunteers for said event;
- benefit KidsAbility's operations and programs financially;
- consider the safety of participants, attendees, volunteers and staff as a high priority.

#### KidsAbility Foundation reserves the right to:

- Refuse involvement and the use of its name and logo in any event that does not meet with its expressed approval;
- Relinquish support of any Community Fundraising Event that does not abide by these Terms and Conditions or which would leave KidsAbility or KidsAbility Foundation with any liability or obligation as a result of the Event.

#### KidsAbility Foundation does not permit the following types of fundraising in a Community Fundraising Event context:

- Events involving the promotion or support of a political party or candidate, or those which appear to endorse a political activity;
- Direct solicitation (including but not limited to, door-to-door canvassing or telemarketing);
- Online solicitation inconsistent with the Canadian Code of Practice for Consumer Protection in Electronic Commerce Programs that raise money on a commission.

## **Use of Name and Logo**

1. Event Organizers may not use the KidsAbility Foundation name or logo or otherwise indicate to the public that an event is being held for the benefit of KidsAbility Foundation without formal prior approval by the Foundation.
2. KidsAbility Foundation reserves the right to review and approve in writing all relevant promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to their production or distribution.
3. For legal reasons, KidsAbility Foundation may only be identified as the beneficiary of any Community Fundraising Event; that is the Event may not be designated as a KidsAbility Foundation event as such. No event may incorporate the designation “KidsAbility” within the name of the event. For example, a fundraiser cannot be called the KidsAbility Foundation Hero Hockey Tournament. Instead it could be called the Hero Hockey Tournament benefiting KidsAbility Foundation.
4. In referring to the children and youth at KidsAbility, empowering and positive language should be used. Negative words such as “disadvantaged” and “unfortunate” are not appropriate and do not depict our children in a positive way. KidsAbility Foundation will be pleased to provide advice concerning appropriate wording.

## **Financing**

As a responsible steward of public funds, KidsAbility Foundation believes that a reasonable percentage of gross revenues from all Community Fundraising Events conducted to raise funds for KidsAbility must be directed to KidsAbility Foundation when it is the sole recipient of the event.

1. If only a portion of the proceeds is directed to KidsAbility Foundation, the Event Organizers must clearly disclose publically in its promotional materials (printed, online etc.) the approximate amount of dollars and /or percentage of the proceeds that will benefit KidsAbility Foundation.
2. KidsAbility Foundation will not supply any funding to finance a Community Fundraising Event and will not be responsible for any debts incurred as a result of the Event.
3. Only the final net proceeds will be processed by KidsAbility Foundation. Community Fundraising Event revenues and expenses ought not to flow through KidsAbility Foundation.
4. If a separate bank account for the Event is being established by the Event Organizers, it must be opened in the Organizer’s name, not KidsAbility’s or KidsAbility Foundation’s.
5. Community Fundraising organizers may not keep any portion of the proceeds from the Event as profit or personal compensation for organizing the Event.
6. Community Fundraising organizers will not enter into any agreement or contract on behalf of KidsAbility or the Foundation unless approval in writing is granted by the Foundation.
7. If the Foundation is issuing tax receipts, CRA requires that Event Organizers provide the Foundation with a complete accounting of all funds collected on its behalf and, in addition, within 60 days following the Event, the Organizers must account for associated expenses related to the event. Because of the Foundation’s responsibility as the recipient of community assets, the Foundation requires the right to inspect all financial records related to the event at any time the Foundation deems reasonable.
8. The Organizer’s expenses should not exceed 50% of the revenue and you should strive for 20-30% (expenses) depending on the type of event.

## Liability Insurance & Waivers

1. Organizers must possess liability insurance as required by KidsAbility Foundation (normally \$2 million minimum) to insure said Event and must provide verification thereof no later than 30 days prior to the scheduled event.
2. The Organizers may pay for the cost of the insurance from the Event's gross proceeds. KidsAbility Foundation will not underwrite any Community Fundraising Event and its insurance will not cover any Community Fundraising Event nor can KidsAbility Foundation be associated with an Event that lacks appropriate insurance coverage.
3. Organizers agree to indemnify and hold KidsAbility and KidsAbility Foundation and its employees, directors, agents, staff and representatives harmless from and against any and all claims, demands, liabilities, expenses, losses, damages, attorney's fees and the like arising from or in connection with the event.
4. Waivers - The Foundation requires that sporting participants (such as runners, skaters etc.) sign waiver forms affirming that any physical, personal, or financial liability is the sole responsibility of the Organizers; as a result, it is the responsibility of the Organizers to ensure that such forms are properly completed and on file for each participant and that their events are conducted in a safe and responsible manner. "KidsAbility and KidsAbility Foundation" must appear on the Organizer's waiver. The Foundation can provide a sample waiver upon request.

## Consumption of Alcoholic Beverages & Liquor License

It is our preference that there be no alcohol served during any special event related to the Foundation, especially an off-site event. The Foundation will not obtain a liquor license for any Community Fundraising Special Event and will not be held liable in any way for activities related to an event at which alcohol is consumed. It is the responsibility of the Organizer(s) to ensure that all legal and logistical requirements for such an event are in place and scrupulously observed, including, for example, the training of those serving alcohol and the obtaining of appropriate liability insurance.

1. A Special Occasion Permit (SOP) liquor license must be obtained from the LCBO (Liquor Control Board of Ontario) and a copy provided to the Foundation if the hall where the event is being held is NOT running the bar. The liquor license must be obtained and held by the person(s) holding the event.
2. **The LCBO application must be submitted to the LCBO at least 30 days prior to the event** at specific LCBO SOP service stores – visit [www.hellolcbo.com](http://www.hellolcbo.com) or call 1-800-668-5226 for store locations. A letter from KidsAbility Foundation must accompany an application for a Third Party Event liquor license acknowledging the Event with the Canada Revenue Agency charitable number noted (89094 3673 RR0001). Strict regulations are included in a liquor license and must be followed precisely. The Organizers may be required to provide the Foundation with a Party Alcohol Liability Insurance Policy (PAL). If a PAL is requested it must be provided to the Foundation no later than seven days prior to the event.

## **Accessibility**

As a matter of principle, Events associated with the Foundation should be easily accessible to all persons.

## **Donations and Sponsorship**

1. The Foundation will not solicit on behalf of the Organizer(s), nor will the Foundation provide contacts for sponsorship.
2. To ensure that the Foundation's donors do not receive multiple requests for financial support Organizers should share with the Foundation a list of targeted major sponsors before they are approached. This list will be held in the strictest of confidence by the Foundation and will be used only for the purposes described above.

## **Tax Receipts**

To maintain its charitable status, the Foundation must abide by the rules and regulations set out by Canada Revenue Agency (CRA).

1. The Foundation reserves the right to issue or not issue any receipts at its sole discretion, in accordance with Canada Revenue Agency rules and regulations.
2. Approval for the issuing of tax receipts must be obtained from the Foundation before the Community Fundraising Event is approved.
3. Tax receipts cannot be issued to sponsors or for donated services; that is the sale of raffle tickets, admission tickets, green fees, auction items and other goods that provide a benefit to donors are not eligible for a tax receipt.
4. Documentation to support tax receipting for donations must be provided to the Foundation within 30 days of the event.
5. Receipts cannot be issued for proceeds of an event; receipts are issued only for direct donations where the donor receives no benefit for the contribution.

## **Promotion**

1. The Organizer(s) is responsible for all sales, marketing and promotion of its event.
2. The Foundation can provide a list of free community event listings for the Community Fundraising Event on which it can post its event.
3. At its discretion, the Foundation may list a specific Community Fundraising Event on the KidsAbility website and promote it on KidsAbility's Social Media sites.
4. The Foundation will normally not contact media to promote a Community Fundraising Event.

## **Photos and Videos**

Any photograph or video submitted by the Organizer(s) becomes the property of the Foundation and can be used in any of its media promotion or collateral pieces once necessary permissions have been received from the Organizers.

**Confidentiality & Privacy**

1. Confidentiality with respect to KidsAbility’s clients, their families, and our staff is to be respected. With this in mind, no photo of a client or staff member may be used in any public fashion without the Foundation’s expressed written permission.
2. The Foundation is committed to adhering to the requirements of the Federal Privacy legislation (PIPEDA) and Canada’s Anti-Spam Legislation (CASL) and requires that these requirements be adhered to by the Event Organizer(s) and associated employees, contractors, agents and volunteers.
3. In keeping with the Foundation’s Privacy Policy, the Foundation does not provide access to, loan or give the Foundation’s mailing list in support of the Event to any unauthorized individual or organization.
4. In keeping with the Foundation’s Privacy Policy, contact information cannot be provided to Organizers when donors make donations directly to the Foundation. Permission must be received to forward to the Organizer(s).

**Cause-Related Marketing**

Please note that cause-related marketing (that is, marketing by businesses who wish to donate a portion of the proceeds from their sales or services) is not considered a Community Fundraising Event. Please contact the Foundation to discuss any proposed Cause-Related Marketing initiative or see Page 15 for more information and the proposal form.

I have read, understand and agree to be bound by the Terms and Conditions as identified above.

**Name of Organizer:** \_\_\_\_\_

**Signature of Event Organizer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Foundation:** \_\_\_\_\_ **Date:** \_\_\_\_\_