



Independent Fundraising Event Proposal Form

A. Contact Information

Name of organization planning the event:	
Contact person:	
Mailing Address:	
City/Province/Postal Code:	
Phone:	
Email:	

B. Event Information

Event Name:	
Type of Event:	<input type="checkbox"/> One-time <input type="checkbox"/> Annual <input type="checkbox"/> Ongoing
Event Date(s):	
Event Time(s):	
Event Location:	
Address of Location:	
Event Email:	
Event Website:	

- C. Event Details** - This could be used on our website to describe your event on our Events Calendar. (Limit to 50 words) Briefly describe the event and how the funds will be raised. For example, through ticket sales, silent auction, donations at the door, etc.

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D. Promotion Plan

Briefly describe the proposed publicity plan for the event/program including any websites, social media, radio, television and newspaper advertising:

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E. Proposed Budget Expense & Revenue

Proposed Revenue	\$
Proposed Expenses	\$
Proposed Donation	\$
Expected donation date	

F. Support Materials:

Please indicate if you need any of the following promotional tools.

Item	Required (Y or N)	Amount requested
Donation/Pledge sheets		

CMHA Thames Valley Addiction and Mental Health Services pop-up banner		
CMHA tabletop display		
CMHA Thames Valley Addiction and Mental Health Services Representative (if Yes, please specify a time)		
CMHA Thames Valley Addiction and Mental Health Services Speaker (if Yes, please specify a time and specific mental health / substance use concerns)		

G. Donor Recognition

Please indicate below, the name that you would like used in any gift recognition. Name of preference:

H. Charitable tax receipts

Do you require charitable tax receipts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
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Independent Fundraising Event Guidelines

1. CMHA Thames Valley Addiction and Mental Health Services is responsible for all fundraising and awareness raising events for including all programs and locations in London, Middlesex, Strathroy, Goderich, St. Thomas, Elgin, Oxford and Exeter. CMHA Thames Valley Addiction and Mental Health Services name and logo, and other program names and logos are registered trademarks and permission must be obtained before they are used. It is recommended that the *title* or *name* of the event should appear as “Golf tournament ***in support of CMHA Thames Valley or My Sisters’ Place***”. The event name “Canadian Mental Health Association Car Wash” cannot be used.
2. When permission is given by CMHA Thames Valley Addiction and Mental Health Services to use these logos and/or names in conjunction with any fundraising event, all promotional or fundraising materials (including ad proofs, broadcast copy and specialty items) **must also be approved by CMHA Thames Valley Addiction and Mental Health Services prior to production and distribution.**

3. The part of the event that will raise money for CMHA Thames Valley Addiction and Mental Health Services needs to be clearly stated on the promotional material. For example:
“All proceeds go to the “CMHA Thames Valley” OR All proceeds go to “My Sisters’ Place, a program of the CMHA Thames Valley”
4. The volunteer event organizer agrees to handle all monetary transactions and present the proceeds to CMHA Thames Valley Addiction and Mental Health Services within 30 days of the event.
5. CMHA Thames Valley Addiction and Mental Health Services is not responsible for any financial losses incurred in the event. CMHA Thames Valley Addiction and Mental Health Services, will not be held liable for any damage, risk, injury, or otherwise with this event.
6. Charitable donation receipts will only be issued in accordance with the Canada Revenue Agency guidelines. The final decision to issue official donation receipts rests with CMHA Thames Valley Addiction and Mental Health Services. **Not** all funds raised qualify for tax receipts. **Please clarify details of your event and the receipts you would like to offer with CMHA Thames Valley Addiction and Mental Health Services prior to your event.**
7. The volunteer event organizer will obtain all permits and insurance.
8. All Expenses are paid for by the event organizer and not covered by CMHA Thames Valley Addiction and Mental Health Services.
9. CMHA Thames Valley Addiction and Mental Health Services Representative at your event cannot be guaranteed. Please call CMHA Thames Valley Addiction and Mental Health Services to organize at least 1 month before the event.
10. CMHA Thames Valley Addiction and Mental Health Services reserves the right to withdraw the use of its name at any time and will not assume any costs that may be involved in doing so.
11. CMHA Thames Valley Addiction and Mental Health Services is not responsible for any damage or accidents to person or property.
12. Donor recognition for the fundraising event will be provided in accordance with CMHA Thames Valley Addiction and Mental Health Services procedures.
13. CMHA Thames Valley Addiction and Mental Health Services does not conduct door-to-door fundraising or support independent fundraisers door-to-door fundraising or sales efforts.
14. CMHA Thames Valley Addiction and Mental Health Services is committed to protecting the privacy of personal information about its volunteers, donors and other supporters. During

the course of running your event, personal information (such as addresses and phone numbers) from donors may be acquired. This information is to be kept confidential at all times, and only given to a CMHA Thames Valley Addiction and Mental Health Services staff person.

15. CMHA Thames Valley Addiction and Mental Health Services is compliant with the Personal Information Protection and Electronic Documents Act (Canada). CMHA Thames Valley Addiction and Mental Health Services will not use acquired personal information for any purposes other than those related to the event unless prior consent has been obtained.

Independent Fundraising Event Agreement

Based on the information provided in the Independent Fundraising Event Proposal Form & Guidelines, the undersigned agree to the following:

1. Event Information and Event Details
2. Logo/promotion clause
3. Tax receipt clause
4. Donor recognition outline
5. Privacy Policy

On behalf of the organization holding the fundraising event, I agree to these terms:

Signed:	
Date:	