

Fundraising Initiative Application

Event Organizer Information

First Name: _____ Last Name: _____

Organization Group (if any): _____

Contact email: _____

Contact Phone number: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Event Information

Event Name: _____

Event Location: _____

Event Date & Time: _____

Expected number of Attendees: _____ Fundraising Goal: \$ _____

How will the event be promoted? _____ Word of Mouth _____ Website _____ Social Media _____

Posters _____ Letters/Email _____ Television/Radio _____ Other _____

Description of Event: _____

Will tickets/admission be charged for the event? Yes No

If yes, where can tickets be purchased?

Will attendees have the opportunity to make a personal monetary donation over and above any ticket pricing? Yes No

Subject to Canada Revenue Agency guidelines, are tax receipts expected to be issued by the Ottawa Valley Wild Bird Care Centre? Yes No

Anticipated expenses (venue, rental, food, printing) \$

Choose at least one of the following:

I plan to cover the expenses myself and/or my company plans to cover these expenses.

The expenses will be covered through sponsorship solicited by me and/or my company.

I plan to use a portion of the funds raised (excluding receiptable donations) to cover the event expenses.

Have you planned/executed a similar event previously? Yes No

Will other charitable organizations benefit from this event? Yes No

If yes, please list, with percentage to each:

Other information (if any):

Fundraising Event Agreement

Consent

The Ottawa Valley Wild Bird Care Centre appreciates having been chosen as the recipient of funds being raised by a community fundraising event. However, fundraising events initiated by the community which name the Ottawa Valley Wild Bird Care Centre (Centre) as a beneficiary of the event must be approved prior to the event's promotion and taking place. This helps ensure that such events align with our mission and values.

Logos of the Centre many have standards governing their use. The use of these logos in conjunction with fundraising initiatives will be reviewed in accordance with the Centre's policies and procedures. Where the Centre gives permission for its logo(s) and/or the name(s) of the Centre to be used with a fundraising initiative, any promotional materials (digital or print) must be approved by the Centre prior to production and distribution.

The Centre will not be responsible for any expenses or debts incurred.

Fundraising Requirements

Please complete this form, attaching any additional information as required and submit it to the Centre for approval at least 60 days in advance of the proposed event, to allow time for review.

Publicity for the event shall not imply the event is sponsored or co-sponsored by the Centre.

All funds must be sent to the Centre no later than 30 days following the event. Cheques should be made out to: "Ottawa Valley Wild Bird Care Centre", and e-transfers may be sent to: finance@wildbirdcarecentre.org.

Tax receipts cannot be issued to the organizer. If individual tax receipts are required, the fundraising organizer/group agrees to provide a detailed breakdown containing complete donor names and addresses of cheque donations received of \$20 or more, and which are made out to "Ottawa Valley Wild Bird Care Centre". The Centre will not accept cash proceeds from the event.

Media

Although you are welcome to respond to any media requests regarding your event, we kindly ask that you direct all Centre-specific inquiries to the Chair, Board of Directors.

Right to Withdraw

While we appreciate fundraising efforts to raise funds on our behalf, we need to make sure all events are in line with our mandate. The Centre may, at any time, rescind the right to use its name for fundraising or other purposes.

The fundraising organizer/group agrees to accept the outlined terms and conditions. Please sign below and return this application to the Centre at: chair@wildbirdcarecentre.org

Applicant Signature

Date