



Fundraiser Event Agreement

Thank you for choosing to support the Assaulted Women's Helpline for your fundraising event! The Assaulted Women's Helpline must approve this proposal form prior to holding or publicizing any community event.

Date Submitted: _____

Contact Information

Contact Name:		
Organization/Group:		
Street Address:		
City/Prov./Postal Code		
Telephone:	Day:	Evening:
Fax:		
Email:		

Event Details

Event Name:		
Event Date:		
Time:	Start Time:	End Time:
Venue:		
Venue Address:		
Expected # in Attendance		
Will your event be open to the public (please circle)? YES NO		

Please provide a description of the event. Include an outline of the activities and how the event will raise funds or awareness in support of the *Assaulted Women's Helpline*. If you require more space, please attach more information.

How do you plan on promoting the event/activity (posters, online, radio, print, TV):

Which other organizations will also benefit from this event/fundraiser (if any):

What is your fundraising goal and projected sources of funds?

What expenses will you incur with this event and how will they be paid (e.g. – sponsorships, from event revenue, covered by your organization etc)

Assaulted Women’s Helpline’s Role

Do you require a Helpline representative to attend your event? If so, what requests do you have of them (e.g. - speak, appear in a video, press interview, hand-out Helpline awareness materials)

Please indicate where/how you will use the *Assaulted Women’s Helpline* logo (note all designs must be approved prior to use)

The *Assaulted Women’s Helpline* is happy to provide a limited quantity of outreach and décor items. Please indicate how many you require of each of the following:

- | | | | | |
|------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|
| Posters | 10 <input type="checkbox"/> | 25 <input type="checkbox"/> | 50 <input type="checkbox"/> | 100 <input type="checkbox"/> |
| Brochures | 10 <input type="checkbox"/> | 25 <input type="checkbox"/> | 50 <input type="checkbox"/> | 100 <input type="checkbox"/> |
| Awareness Emery Boards | 10 <input type="checkbox"/> | 25 <input type="checkbox"/> | 50 <input type="checkbox"/> | 100 <input type="checkbox"/> |
| Balloons | 10 <input type="checkbox"/> | 25 <input type="checkbox"/> | 50 <input type="checkbox"/> | 100 <input type="checkbox"/> |

Please note that the Helpline may not be able to accommodate all requests for materials and speakers.

Reference

Please list a reference (professional contact or previous fundraising recipient organization and contact) below that we can contact if this is your first time conducting a fundraiser in support of the Helpline.

Name:	
Title:	
Organization:	
Telephone:	
Email:	
Relationship to you:	

Terms and conditions

Please read all terms and conditions carefully before signing below.

1. Prior to publicizing or holding the event, the Helpline must approve this proposal and all uses of its name and logo.
2. By publicly naming the Assaulted Women's Helpline as the beneficiary of my event, the event organizer agrees to donate the full amount of net proceeds raised within 60 days following the event.
3. It is understood that the Assaulted Women's Helpline in no way endorses any products or services used in connection with the event.
4. It is the event organizer's responsibility to communicate to sponsors, participants and the general public that the Assaulted Women's Helpline is not conducting the event, but is the beneficiary of the event.
5. The event organizer is responsible to obtain all necessary permits, licenses and insurance.
6. If the event is cancelled, the event organizer agrees to contact the Assaulted Women's Helpline at least one day prior to the event.
7. The Assaulted Women's Helpline will not assume any legal or financial liability for the event and is not responsible for any damage, accidents to persons or property resulting from the planning of or participation in this event.
8. The Assaulted Women's Helpline will not provide access to Assaulted Women's Helpline donor contact information, guarantee attendance or ticket sales, solicit sponsorship revenue, provide prizes/auction items/awards or provide staff to execute the event.
9. The Assaulted Women's Helpline will not pay to advertise the event anywhere other than on our website, Facebook and Twitter.
10. The Assaulted Women's Helpline will not issue tax receipts for any of the following circumstances:
 - Purchase of admission tickets, green fees or auction items
 - In-kind goods donated to an event
 - Donated services (example: hiring an entertainer, auctioneer, advertising etc.)
 - Sponsorship if any tangible benefit is being received in return for contribution (example: advertising, promotion, logo display at event)
 - Gift certificates donated by the issuer of the certificate
 - Funds used to cover the costs of the event or other administrative expense incurred by the organizer
11. The Assaulted Women's Helpline reserves the right to cancel this agreement at any given time should the event undermine the Helpline's mission, vision, values, established policies, or threaten its work and reputation within the community and will not assume any costs that might be involved in doing so.



I have read and understand and agree to all of the above terms and conditions. I have the authority to sign below.

Name of Authorized Representative:	
Signature of Authorized Representative:	
Today's Date (mm/dd/yyyy):	

Please complete this form and return with any attachments by mail, email or fax to:

Assaulted Women's Helpline

Attn: Resource Development and Communications
 PO Box 369 Station B Toronto, ON M5T 2W2
 Phone: 416-364-4144 ext. 236 Fax: 416-364-0563
 Email: jrollo@awhl.org

Please allow at least 7-10 business days for final approval of your proposal

Thank you for supporting the Assaulted Women's Helpline!

TO BE COMPLETED BY ASSAULTED WOMEN'S HELPLINE MANAGEMENT	
Date Approved:	
Approved By:	
Notes:	