

HOST A FUNDRAISER: GUIDELINES



- The applicant must await approval of this application prior to proceeding with the fundraising initiative.
- All promotional materials, electronic or print, must clearly state what percentage of net proceeds will benefit YWCA Edmonton.
- The promotional material must clearly state that you and/or your organization are conducting a fundraising initiative "In Support of YWCA Edmonton".
- Tax receipting complies with Canada Revenue Agency and YWCA Edmonton policy. Requests for tax receipts must be submitted along with application for approval. Please visit www.cra-arc.gc.ca for further information.
- If donation tracking forms are being used (provided by the YWCA Edmonton), the applicant must ensure that the cash and cheques received balances to the totals on each individual donation tracking form. The funds for each form must not be combined with another donation tracking form. If YWCA Edmonton is unable to balance the donations to the forms, the applicant will be contacted and is responsible to assist in the reconciliation process.
- The applicant is responsible for any financial costs associated with the initiative and no costs will be incurred by the YWCA Edmonton unless otherwise agreed to in writing prior to commencement of this initiative.
- The applicant is responsible for ensuring all liability insurances and permits are in place.
- Applications are approved for maximum period of 12 months. A review and renewal must be done after this time. YWCA Edmonton must be notified immediately of any schedule changes or cancellations.
- In an effort to maximize the donation to YWCA Edmonton, the applicant is responsible for all aspects of the fundraising initiative, including but not limited to: recruiting & managing volunteers, event advertising, press releases, ticket sales, creating a budget, all expenses incurred, event sponsorship and / or solicitation.
- YWCA Edmonton does not support initiatives that pose a health hazard, solicit door-to-door, solicit through telemarketing or utilize vending machines. Fundraising initiatives must be consistent with the positive image of YWCA Edmonton.
- YWCA Edmonton reserves the right to withdraw approval of an initiative, at any time, should it not comply with the values and Fundraising Guidelines of YWCA Edmonton, or differs, in any way, from the original fundraising application.
- YWCA Edmonton does not trade, sell or exchange in any way, databases or lists of biographical information and abides by the Freedom of Information and Protection of Privacy Act.

YWCA Edmonton name and logo are the sole property of YWCA Edmonton and can only be used with express written permission.

Proceeds to YWCA Edmonton must be remitted within 30 days of the event or every second month for on-going initiatives.

All promotional material, electronic, print, or other forms of collateral, must be approved by YWCA Edmonton prior to distribution.

HOST A FUNDRAISER: APPLICATION FORM



ABOUT YOU

Name of event contact: _____

Organization Name (*company, school, club, etc.*): _____

Address: _____

Phone: _____ Email: _____

Website: _____

How would you like us to publicly recognize this fundraising event/initiative?

Wish to Remain Anonymous As follows: _____

ABOUT THE EVENT

Name of Event / Initiative: _____

Date(s): _____ Location(s): _____

Description of Fundraising Event (*If we help promote this event, this blurb will be used*):

How will the funds be raised? (*i.e. pledges, ticket sales, auction, portion of sales, donations, etc.*):

Who is this event for/target audience? Please check:

Employees Customers Family/ Friends Public Other: _____

Is this a public or private event? Public Private

If Public, how will you be promoting this initiative? (*Check all that apply*)

Word of Mouth Posters Website Radio/TV Social Media

Other: _____

Would you like us to send you the **YWCA Proud Supporter** logo for use in your promotional materials?

Yes No

HOST A FUNDRAISER: BUDGET PROJECTIONS



Please provide expected values (*figures are only estimates*):

Projected Total Revenue \$_____

Projected Expenses (event costs) \$_____

Proposed Revenue/Donation \$_____

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

The expenses will be covered through sponsorship / donations

I plan to use a portion of the funds raised to cover the expenses

Are tax receipts expected to be generated for this fundraising initiative? Yes No

If yes, donations must be made directly to YWCA Edmonton and cannot be used to pay expenses.

Tax receipts are issued in accordance with Canada Revenue Agency guidelines. YWCA Edmonton will make the final decision to issue tax receipts. Tax receipts will be issued for donations of \$10 or more.

Complete Donor information must be collected for a tax receipt to be issued. Tax receipts cannot be issued for purchase of auction items. Please visit www.cra-arc.gc.ca for more information regarding tax receipts.

Do you require we provide you with Donation Tracking Forms to assist in the collection of complete donor information? Yes No

YWCA Edmonton collects only the personal information that we need for the purposes of providing services to our clients and donors. All personal information is kept private to YWCA Edmonton, and will not be distributed to any other organization.

I give my express consent to receive communications from YWCA Edmonton.

Additional Event Notes (*if applicable*):

HOST A FUNDRAISER: ACKNOWLEDGMENTS



If you would like us to promote your event on our social networks, please let us know the names of the public user accounts you will be using:

Instagram: _____

Facebook: _____

Twitter: _____

Other: _____

Event Hashtags: _____

Please Note: This application must be approved by YWCA Edmonton before you begin organizing and/or publicizing your fundraising event.

Thank you for your interest in supporting YWCA Edmonton. By signing this, you acknowledge that you have read and agree to all the terms and conditions set out in the YWCA Edmonton Fundraising Guidelines document.

Name *(please print)*: _____

Signature: _____ Date: _____

Approved by *(YWCA Use Only)*:

Name *(please print)*: _____

Signature: _____ Date: _____

Please send the completed application form to:

Mail: YWCA Edmonton

Empire Building #400

10080 Jasper Avenue

Edmonton, Alberta, T5J 1V9

Email: events@ywcaedm.org

Valid Timeline: Applications are approved for maximum period of 12 months; renewal/review must be done after this time period has elapsed.