

## **ANAPHYLAXIS CANADA COMMUNITY EVENT PROPOSAL FORM**

We appreciate that you are considering organizing a community event in support of Anaphylaxis Canada and appreciate the amount of time and energy that you will devote to it.

Prior to publicizing or holding the event, this application must be submitted to Anaphylaxis Canada for review and approval. An Anaphylaxis Canada representative will contact you to review your application and confirm approval.

Name of Event: \_\_\_\_\_

Primary contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

Please indicate which of the above contact information we can share for public inquiries if your event is approved:

cell

home

business

email

### **Event Information:**

Briefly describe the event: \_\_\_\_\_

\_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_ Expected # of participants: \_\_\_\_\_

Who is organizing the event:  company \_\_\_\_\_  organization \_\_\_\_\_

school \_\_\_\_\_  individual \_\_\_\_\_

If company, please state the nature of the business: \_\_\_\_\_

Website address (if applicable): \_\_\_\_\_

Who is responsible for the event? (a person's name is required) \_\_\_\_\_

Is this event:  public  private

What type of event are you staging:  one time  annual event

Is this the first year for the event:  Yes  No If no, please indicate previous beneficiary:

\_\_\_\_\_

# Anaphylaxis Canada

Why have you decided to raise funds for Anaphylaxis Canada: \_\_\_\_\_

Will alcohol be available at the event: Yes No

## **Promotional Information:**

Who is the intended event audience: \_\_\_\_\_

How will you be promoting the event: \_\_\_\_\_

Will you be promoting it: locally regionally provincially nationally

Do you anticipate media attending the event: Yes No

Do you require use of Anaphylaxis Canada's name and/or logo for promotional use: Yes No

If yes, please specify where you would like to use the logo(s): \_\_\_\_\_

\_\_\_\_\_

## **Financial Information:**

How will funds be raised (check all that apply):

donations silent/live auction ticket sales product sales

corporate sponsorship (list organizations): \_\_\_\_\_

other fundraising methods (please explain): \_\_\_\_\_

Cost to participate in the event: \_\_\_\_\_

Will you have event expenses: Yes No

Estimated net contribution to Anaphylaxis Canada: \$ \_\_\_\_\_

Will the proceeds from your event be donated to any organization(s) other than Anaphylaxis Canada:

No Yes: \_\_\_\_\_

## **Other Information:**

What Anaphylaxis Canada materials would be useful to your event (please indicate quantities):

Anaphylaxis Canada brochure – Quantity \_\_\_\_\_

Anaphylaxis Canada bookmark – Quantity \_\_\_\_\_

Letter of Support validating the authenticity of the event

Other (specify) \_\_\_\_\_

Do you require an Anaphylaxis Canada staff member present at your event: Yes No

Please note: Anaphylaxis Canada cannot guarantee the presence of a staff member at the event

# Anaphylaxis Canada

**By signing below, I am agreeing to all of the Terms and Conditions outlined by Anaphylaxis Canada in the corresponding document entitled 'Community Events Terms and Conditions'.**

Signature of event organizer: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Fax or mail this form to:

Anaphylaxis Canada  
2005 Sheppard Avenue East, suite 800  
Toronto, ON M2J 5B4; Fax: (416) 785-0458  
Telephone: (416) 785-5666  
Toll Free: 1-800-785-5660  
Email: [info@anaphylaxis.ca](mailto:info@anaphylaxis.ca)

## **COMMUNITY EVENTS TERMS AND CONDITIONS**

### **Legal Items:**

**Responsibility** – Please note that the person responsible for the event must be 19 years of age or older.

**Liability** – Anaphylaxis Canada assumes no legal or financial liability associated with the event. For the majority of events, the organizing committee should acquire their own insurance and provide proof if requested.

**Events with alcohol** – To ensure both Anaphylaxis Canada and the event organizers are protected, event organizers may be asked to provide copies of liquor licence numbers for venues and/or special event permits (aka Special Occasion Permit or S.O.P.) to Anaphylaxis Canada. For events at a private home, the homeowner is responsible for any alcohol related liability. Anaphylaxis Canada will not apply for liquor licences for community events.

### **Financial items:**

**Expenses** – All expenses related to the event will be paid from income generated through funds raised by the volunteer committee from sponsorship fees and donations. Anaphylaxis Canada will not cover expenses from existing organization funds and will not be held accountable for any financial losses related to the event.

### **Tax receipts –**

- Anaphylaxis Canada is responsible for issuing tax receipts to individual donors. Tax receipts will be issued for donations of \$20 or more. Anaphylaxis Canada must also have the opportunity to review and approve any event-related tax receipt issues in advance of the event, to ensure conformity with Canada Revenue Agency regulations.
- All funds raised, as well as the full name and address, telephone number and amount of the donation for each individual donation must be received by December 31 of the year of the event in order for Anaphylaxis Canada to issue a charitable tax receipt for that year.
- Please note that Revenue Canada taxation prohibits Anaphylaxis Canada from issuing tax receipts to donors where a benefit or advantage accrues to the donor. Examples are signage at a golf tournament, advertising on t-shirts, etc.
- A donor or participant must be informed that the tax deductible amount of his or her donation is only the amount that is over and above what was received in goods and services. For example, if a participant pays \$200 to participate in a golf tournament and the cost per golfer is \$50, the tax deductible amount is \$150.

**Financial Controls** – Anaphylaxis Canada requires that the company/individual/group organizing the event or program is using satisfactory financial controls. The event budget, financial records, and bank information for the event must be made available to Anaphylaxis Canada. The event should be financially viable in the opinion of Anaphylaxis Canada. All funds should be payable to Anaphylaxis Canada and should be received no later than 60 days after the event.

## **Event Promotion Items:**

**Name and Logo Usage** – Anaphylaxis Canada must approve all documents and materials that make visual or verbal reference to the name, logo and/or official marks of the organization, in whole or in part, whether intended for print, broadcast, or online media. This approval must be provided by Anaphylaxis Canada prior to the documents being used publicly, regardless of whether the initiative is internal or external to a group or organization. Approval from Anaphylaxis Canada gives you the right to use the organization’s name and logo only as it is related to your community event and the logo cannot be altered or modified from its original version. This right cannot be assigned or transferred, can only be extended with written permission from Anaphylaxis Canada, and must be renewed each year the event is held. Anaphylaxis Canada also reserves the right to review any health information within the promotional materials to ensure accuracy. Anaphylaxis Canada reserves the right to withhold the use of its name and/or logo from any event.

## **Sponsorship:**

- Anaphylaxis Canada cannot solicit sponsors for your fundraising event and does not provide any donor or volunteer contact information.
- Please provide a list of all targeted sponsors (both for cash and product/service donations) for the event before they are contacted so that Anaphylaxis Canada can provide you with information on their current support and minimize overlap with other Anaphylaxis Canada sponsors.

## **Other Items:**

**Accepting of Partnerships** – Anaphylaxis Canada seeks to ensure that all projects are ethical and compatible with the mission of the organization’s mission and values. The public perception of the event must not be damaging to Anaphylaxis Canada.

**Photos** – We appreciate receiving photos from your event. Any event photos submitted to Anaphylaxis Canada may be used to recognize your event and/or promote fundraising activities. By submitting them you are giving full permission for Anaphylaxis Canada to collect and use the photographs, electronic images, and/or video images in any broadcast, telecast and/or written account of the event.

**Termination Clause** – Anaphylaxis Canada reserves the right to end any community event partnership at any time if the terms and conditions are not met. Termination will be communicated in writing.

**Use of Funds** – Use of the funds received by Anaphylaxis Canada from the event will be determined in consultation with the event organizer, in accordance with Anaphylaxis Canada’s mission.

**Endorsement** - Anaphylaxis Canada is grateful for community event support, however, this acknowledgement does not constitute an endorsement of any companies’ products or services used in connection with the event.