

Heart&Stroke

Registration form

Community Based Fundraising

Updated: Sept. 2008



**put your
heart into it!**

**Plan your own
Heart&Stroke event**

Thanks!

We truly appreciate your interest in organizing an event to raise funds for the Heart and Stroke Foundation of Saskatchewan. Funds raised through Community Events and Campaigns help support lifesaving heart and stroke research projects as well as initiatives aimed at building healthy Saskatchewan communities and at helping people learn how to protect their own health.

In order to help you get started in planning your project, and to help us understand the opportunities we might offer in working together, please take a moment to provide the information and answer the questions enclosed.

Please fax or mail this information back to our office at 306- 664-4016.

We will be happy to then give you a call to discuss your event in more detail.

Manager, Community Based Fundraising and Special Events

Heart and Stroke Foundation of Saskatchewan.

279 - 3 Avenue N., Saskatoon, SK S7K 2H8

Phone 1-888-473-4636 Fax 306-664-4016



**HEART &
STROKE**
FOUNDATION OF
SASKATCHEWAN

Finding answers. For life.

Part 1. Event Proposal

First, tell us about your project: is it an

Event Campaign Promotion (eg. selling a product or service)

Please provide a name for your project: _____

Project leader name Host business or organization (if applicable)

Mailing address

Phone number Fax number E-Mail address

Please complete Section A for all types of projects

Section A: General Information

1. Describe your event/project in a line or two: _____

2. How will proceeds from your project be forwarded to the Foundation? _____

3. Will another charity be involved with the project: Yes No

4. Will the Foundation be responsible for any aspect of your project? Yes No

If yes, what? _____

5. Will the Foundation provide any print materials for the project? Yes No

6. If no, will the Foundation be able to review print pieces you produce yourself? Yes No

7. Will a Foundation representative be requested to appear with your project? Yes No

If yes, will a Foundation representative be requested to speak publicly? Yes No

8. Do you expect to approach media? Yes No

If yes, what types and how? _____

If your project is an EVENT, please proceed to Section B questions.

If your project is a CAMPAIGN please proceed to Section C questions

If your project is a PROMOTION (ie. portion of sales go to the Foundation) please proceed to Section D questions.

Section B: Event Information

1. What is the proposed date for your event? _____
2. Will your event be smoke-free? Yes No
3. Will you serve alcohol at the event? Yes No
- If yes, what type and will it be sold? _____
4. Will you donate proceeds from fees for participation (admission tickets, tee or green, etc) to the Foundation? Yes No
- If yes, what percentage or flat amount? _____
5. Will a portion of proceeds be used to cover your expenses? Yes No
- If yes, please list the type of expenses and what percentage or flat amount will be routed to expenses? _____
-
6. Will you host other projects, such as silent auctions, contests and draws at the event and will proceeds go to the Foundation? Yes No
7. Will you be issuing a tax receipt to participants? Yes No
- If no, will you ask the Foundation to issue a receipt (subject to Canada Revenue Agency regulations)? Yes No

Section C: Campaign Information

1. What are the estimated start and end dates for your campaign?
- Start: _____ End: _____
2. Will you donate proceeds from fees for participation to the Foundation? Yes No
- If yes, what percentage or flat amount? _____
- If no, will you ask for gifts from individuals or businesses? Yes No
3. Will a portion of proceeds be used to cover your expenses? Yes No
- If yes, please list the type of expenses and what percentage or flat amount will be routed to expenses? _____
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4. Will you host other projects, such as silent auctions, contests and draws during the campaign and will proceeds to go to the Foundation? Yes No
5. Will you be issuing a tax receipt to participants? Yes No
- If no, will you ask the Foundation to issue a receipt (subject to Canada Revenue Agency regulations)? Yes No

Section D: Promotion Information

Section D: Event Information

1. What are the estimated start and end dates for your promotion?

Start: _____ End: _____

2. Will you donate proceeds from sales to the Foundation? Yes No

If yes, what percentage or flat amount? _____

If no, will you ask for gifts from individuals or businesses on behalf of the Foundation? Yes No

3. Will you display and/or distribute information about the promotion at point of purchase? Yes No

If yes, please describe your strategy: _____

4. Will you host other projects, such as contests or draws during the promotion and if there is a charge will proceeds go to the Foundation? Yes No

5. Will you be issuing a tax receipt to participants? Yes No

If no, will you ask the Foundation to issue a receipt (subject to Canada Revenue Agency regulations)? Yes No

Submitted by (print name): _____

Signature: _____ Date: _____

I have read the Community Fundraising Guidelines: (please initial) _____

Thank you for your support!

For office use only:

Date Approved: _____ Signature: _____

Name/Position: _____