

Make-A-Wish Foundation® of Canada

4211 Yonge Street, Suite 520

Toronto, ON M2P 2A9

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Website: www.makeawish.ca



Canada

**Make-A-Wish Foundation® of Canada
Event Proposal & Agreement****Event Proposal Form**

Event Name:

Event Date(s):

Name of Primary Contact:

Mailing Address:

City/Province:

Postal Code:

Phone:

Fax:

Email Address:

Name of Secondary Contact (if applicable):

Phone:

Email Address:

How did you hear about Make-A-Wish?

Event Information

1. Describe the event:

2. Who is organizing the event? 1. Company 2. Organization 3. Individual

If company or organization, please state the nature of the business and when it was founded:

3. Event location & address:

4. *How will the funds be raised? Please Describe:

*Note: we do not allow 50/50, bingo and/or raffles due to gaming restrictions

5. Minimum Financial Commitment to the Foundation: **\$**

*Please ensure that this area is completed as it allows us to determine the appropriate support and recognition for your event. Even if you don't know how much your event will raise, please indicate your fundraising goal *at this time*

6. Will all the proceeds from your event be donated only to the Foundation? YES NO
If NO, what other charities will be involved?

7. How will you be promoting your event?

Please note all promotional material must be sent to Make-A-Wish Canada for approval PRIOR to distribution

8. Please identify any additional information you feel the Foundation should know regarding your event:

9. Would you like the event listed on our Website? YES NO

If YES, please provide a brief paragraph describing your event and how to register or purchase tickets:

10. What, if any, are your expectations of Make-A-Wish® Canada volunteers or personnel?

Please refer to our Third Party Support Structure for more information

Policy

Approval & Compliance

Make-A-Wish® is pleased to be the recipient of funds raised by individuals, organizations and businesses who engage in fundraising activities. Such Programs must promote and maintain the positive image of Make-A-Wish and the use of our name and marks. All Make-A-Wish Fundraising Applications are reviewed and approved by the Fundraising Committee and/or Corporate Alliances Department prior to the Program taking place. *Make-A-Wish reserves the right to decline and/or terminate programs, proposals etc. that do not fall within the Make-A-Wish mandate, adopted Fundraising Policies or Imagine Canada Code of Ethics (adopted by Make-A-Wish® Canada).* PLEASE NOTE: Make-A-Wish Canada does not solicit funds through chain letters, telemarketing or door-to-door fundraising campaigns therefore any and all Corporate or Individuals marketing or raising funds for Make-A-Wish, cannot directly solicit funds through chain letters, door-to-door or telemarketing methods.

Fundraising Contract

Any individual, organization or business wishing to use the Make-A-Wish marks or conduct any fundraising activities using Make-A-Wish brand must complete a contract BEFORE using Make-A-Wish marks and/or fundraising for the Foundation takes place. Make-A-Wish is not responsible for any debts incurred by those using the Make-A-Wish name for fundraising Programs. In addition, the Foundation does not obtain third party lottery licenses, third party insurance or special event insurance on behalf of the outside fundraisers/third parties, and tax receipts will not be issued for funds raised through any form of gaming.

Responsibilities/Fundraising

An outline of Make-A-Wish responsibilities is to be included in/attached to this agreement (unless otherwise discussed with the National office). All funds raised for the Foundation must be forwarded to the Make-A-Wish Foundation of Canada no later than 45 days after completion of the Program (or as outlines by the National Office).

Publicity & Material using the Make-A-Wish Brand

Make-A-Wish publicity and use of any and all materials (web, print and electronic) displaying any of the Make-A-Wish marks must be approved by Make-A-Wish prior to use. In signing this agreement, the individual, organization or business agrees to send samples/proofs of all materials using the Make-A-Wish brand (this includes use of the Make-A-Wish trademarks, logos etc.) to the National Office for review/approval **PRIOR** to use/distribution.

Media Relations

You are welcome to respond to media inquiries regarding your fundraising activities with Make-A-Wish, however, for all media inquiries regarding the Make-A-Wish Foundation®, we kindly ask that you refer inquiries to our office for follow up.

Right to Withdraw

Make-A-Wish may at any time, withdraw the right to use its name for fundraising or other purposes which includes rights to conduct any fundraising on behalf of the Foundation if it deems that the quality of the initiative is or will be injurious to the Make-A-Wish Foundation and/or marks. In the event that Make-A-Wish withdraws rights to the to use the Make-A-Wish marks or the ability to conduct any fundraising activities with an individual, organization or business, the Program in its name and all such activities shall cease immediately and be discontinued.

Additional Terms and Conditions

- The Make-A-Wish logo must only be obtained from the Make-A-Wish Canada office. Please use care when using the Make-A-Wish Canada name and logo. Note that "Make-A-Wish" is spelled with a capital "A" and with hyphens (not "Make a Wish"). The Make-A-Wish logo is not to be altered in any way.
- Our mission is to grant the wishes of children living with life-threatening medical conditions. Please do not refer to children that we serve as "terminally ill" or "dying," as these labels can instill a sense of defeat and can be counter-productive as our wish kid's fight to overcome their illnesses.
- Newsletters, brochures and other information pieces are available to you upon request. Please note that all requests for Make-A-Wish supplies must be made well in advance and will depend upon availability.
- In order to avoid inadvertently jeopardizing existing relationships between Make-A-Wish and its donors, sponsoring organization **must** contact the Make-A-Wish Canada Office before soliciting sports teams, celebrities, other corporations etc...

Tax Receipts

- Make-A-Wish Canada can issue tax receipts for direct donations made payable to Make-A-Wish Canada over \$20. If a receipt is requested at the event by a donor, donor's full name and address must be provided. Donations can be through the Make-A-Wish Canada office by credit card (VISA or MasterCard), cheque or cash.
- For further information on issuing tax receipts for in-kind donations of products or services donated directly to Make-A-Wish Canada, please contact our office. Individuals must contact Make-A-Wish Canada before promising third parties tax receipts on our behalf. (i.e. product donations, in-kind, etc...).

I agree to all terms, conditions of this contract/agreement as outlined.

NAME: _____

SIGNATURE: _____ **DATE:** _____

Thank you for your support to Make-A-Wish® Canada! If you have any questions, please contact me at your convenience.

Fax, email or mail this form to:

Allison Girardin, Event Coordinator
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