

Community Fundraising Event Application Form and Agreement

This form must be completed in full before the acceptance of this event by Epilepsy Southwestern Ontario

Fundraising Event Coordinator Information:

Name: _____

Email Address: _____

Phone: _____

The following information helps us best serve the Epilepsy Southwestern Ontario community:

I have been affected by epilepsy as a:

- Person diagnosed with epilepsy or seizures
- Family Member/Friend
- Health Care Professional
- Other (specify if possible)

Fundraising Event Details: *(This information will be used to help promote your event on www.epilepsyswo.ca and the organization's social media tools)*

Event Name: _____

Proposed Date of Event: _____

Timing of Event: (Example, Registration time, Doors Open, Tee off Time, etc)

Location (Name of venue/park/ building name and address): _____

If annual event, number of years held: _____

Description of Event: (Activities, music, guest speakers, auctions, raffles, food, etc; Cost of tickets, where to buy tickets and get more information)

Fundraising Event Goals:

Fundraising goal: \$ _____

Percentage of proceeds to be donated to Epilepsy Southwestern Ontario: _____

Attendance goal: _____

Will alcohol be served at this event? Yes No

Optional: please consider attaching a proposed budget.

How will you promote/publicize this event?

Do you require any of the following resources from Epilepsy Southwestern Ontario? Please indicate quantity where applicable:

Logo Format _____

Banner / signage

Educational Materials (ie. Brochures and seizure first aid information)

Event Calendar Listing on www.epilepsyswo.ca

Other items such as ESWO and branded items (i.e. t-shirts, bracelets, pencils) for purchase may be available – *please contact us for more details.*

If available, would like an ESWO representative at the event

If yes, please indicate your expectations of time and activity for the representative:

Speaking on behalf of ESWO, Time: _____

Cheque acceptance, Time: _____

Other, please describe: _____

Please note:

- While we are not able to attend every event to which we are invited, we do our very best to accommodate your request.
- ESWO staff are not expected or asked to participate in your event on their own time

For office Use:

Application received: _____

Event Approved: Yes _____ No _____

Special notes:

Community Fundraising Event General Policy

Approval and Compliance

Epilepsy Southwestern Ontario (ESWO) is proud to be the recipient of funds raised by individuals, organizations and businesses who engage in fundraising activities, on our behalf. Such events must promote and maintain the positive image of ESWO and the use of the organization's name and/or logo must have prior approval from ESWO's Outreach & Events Director.

Special Events staff shall determine if the event is appropriate. When in doubt, the proposed event will be submitted to Executive Director for review. No person involved in a fundraising event on behalf of ESWO shall directly solicit funds door-to-door or through telemarketing. ESWO reserves the right not to accept any fundraising proposal that does not fall within its mandate.

Fundraising Proposal

Any individual, organization or business wishing to conduct a fundraising event using ESWO's name as the recipient of proceeds must complete the Fundraising Application Form and Agreement. Please return completed forms to ESWO main office.

Please fill out as much information as you can so we can help you promote your event.

Epilepsy Southwestern Ontario will not be responsible for the debts incurred by those using the ESWO name for fundraising events. In addition, the organization does not obtain third party lottery licenses and tax receipts will not be issued for funds raised through any form of gaming.

Material Approval

All publicity, communication materials, press releases and letters to sponsors and individuals must first be approved by ESWO. Assistance with such materials is available from the organization's office. In signing this agreement, you agree to send samples of all materials using the ESWO name to the organization's office for approval prior to distribution.

Alcohol Policy

Any third party event wishing to sell alcohol at their event must obtain all necessary permits as required by their local governing bodies. All laws and bylaws must be observed with regard to age of majority, server training, insurance, hours of service, etc. Under no circumstance is alcohol to be made available free of charge at any event.

Privacy

ESWO respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to privacy. We do not rent, sell, or trade our mailing lists. The information you provide will be used to complete your request, deliver services and to keep you informed about the activities of ESWO, including programs, services, special events, funding needs, and opportunities to volunteer or to give. If at any time you wish to be removed from any of these lists, simply notify us by phone at 519-433-4073 or via e-mail at bailey@epilepsyswo.ca and we will gladly accommodate your request.

Community Fundraising Event Terms and Conditions

The individual, organization or business must understand and agree to be bound by the general policy set by the following terms and conditions, as indicated by their signature below. Once completed, please return to ESWO.

1. All promotional items such as flyers, brochures, letters, and tickets that contain Epilepsy Southwestern Ontario (ESWO) name and/or logo must be approved by ESWO.
2. All publicity containing Epilepsy Southwestern Ontario name and/or logo must be approved by ESWO.
3. The individual, organization, or business coordinating and/or sponsoring the event may not contract any goods or services under the name of ESWO.
4. If any licenses or permits are required for the event, it will be applied for and obtained in the name of the individual, organization or business that is coordinating and/or sponsoring the event.
5. The individual, organization or business coordinating and/or sponsoring the event will arrange for any necessary insurance in conjunction with Epilepsy Southwestern Ontario, and provide proof of insurance if requested.
6. The organizer will indemnify and save harmless Epilepsy Southwestern Ontario and its servants, agents, employees, officers and directors from and against all claims, suits, actions and proceedings arising out of any claim arising from the fundraising event.
7. It is agreed the organizer of the event will pay all expenses related to the event. ESWO will not be responsible for any expenses incurred in carrying out the fundraising event unless previously agreed to in writing by ESWO.
8. It is agreed that all remaining proceeds (after expenses outlined in Term #7) will be forwarded to ESWO within 60 days of the event. Cheques/money orders are to be made payable to 'Epilepsy Southwestern Ontario'.
9. No portion of any cost to a participant of a third party fundraising event will be assumed to be tax deductible without prior authorization from ESWO.
10. I also give full permission for the use of my name and or photo(s) from this event.

Signature: _____ Print Name: _____

Date: _____