

COMMUNITY FUNDRAISING EVENT REGISTRATION FORM

Thank you for your signing up to fundraise for the Rick Hansen Foundation! All dollars raised from your fundraising event will go towards funding spinal cord injury research and accessibility initiatives for people living with a disability across Canada.

To ensure that we fully understand your event and the impact on the Rick Hansen Foundation, we request that you complete this form and return it to the address below. Once your application has been officially approved, a signed copy of this form will be sent back to the event organizer.

You can send this form via: Email: **fundraising@rickhansen.com**
 Fax: **604-295-8159**
 Mail: **ATTN: Fundraising, Rick Hansen Foundation**
 300 – 3820 Cessna Drive, Richmond, BC V7B 0A2

CONTACT INFORMATION:

Name of Organization (if applicable): _____

Please select the category that best describes you:

- Corporation School Community Service Club Individual Other

Name and role of primary contact person: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone (home/cell): _____ - _____ - _____ Phone (business): _____ - _____ - _____

Fax: _____ - _____ - _____ Email: _____

EVENT INFORMATION

Event name: _____

Type of event: One-time Annual Ongoing

Event Date(s): _____

Event Location: _____

Anticipated number of participants: _____ *Estimated cost per participant: \$ _____

**Please note: Expenses should not exceed 20% of funds raised (e.g. for every dollar you raise, roughly twenty cents or under is appropriate to spend). The Rick Hansen Foundation cannot accept any responsibility for any event costs.*

Target Market: Family/Friends Members Customers General Public

Please describe your event:

What motivated you to hold this event? (e.g. connection to spinal cord injury)

FINANCIAL INFORMATION:

How will you raise the funds? (i.e. ticket sales, silent auction, etc.)

Please provide us with your best estimates of the following general budget information:

A. **Total Expected Income** (donations, auction, ticket sales, food & beverage sales, etc.): \$_____

B. **Expenses** (include costs such as advertising, food, entertainment, rentals, etc.) \$_____

C. **Anticipated Revenue:** (A – B = C) \$_____

Date contribution to Rick Hansen Foundation is expected: _____

Would you like tax receipts issued for your fundraising activity? Yes No

Will you be engaging in any gaming activities? If so, please provide permit number: _____

Raffle 50/50 Draws Bingo Other: _____

Will you be securing sponsors for your event? Yes No

If so, please list the sponsors (prospective/confirmed):

EVENT PROMOTION

How will you promote your event? (Facebook, Twitter, blog, website, etc.)

**We also offer promotional materials such as balloons, posters, pins, and more.*

RICK HANSEN FOUNDATION EVENT POLICIES

The policies below are intended to protect the reputation and integrity of the Rick Hansen Foundation's name, personnel and affiliated programs. As part of your commitment to organizing an event, we ask that you and all those involved in organizing your activity review, acknowledge and abide by these policies.

1. All events must be registered with and approved by the Foundation prior to the event start date and prior to any event fundraising activities. The event cannot be promoted as a fundraiser for the Foundation until the event has been registered and approved.
2. Rick Hansen Foundation logos are registered trademarks; unauthorized use is prohibited. All materials bearing the Rick Hansen Foundation name/logo and/or "in support of" logo must be submitted to the Foundation office for approval prior to printing and distribution.
 - a. Rick Hansen Foundation reserves, at any time, the right to withdraw the use of its name.
 - b. Event organizer will remain the highest standards when using the Foundation logos and templates referring to the Graphic Standards Manual for appropriate logo usage. This manual will be provided upon approval of your event.
 - c. All event materials that include a solicitation must disclose the purpose for which the funds are being raised, and the Rick Hansen Foundation's name and contact information. In addition, please ensure that our charitable registration number (107659427-RR-0001) is on all event materials.
3. All costs associated with the event shall of the sole responsibility of the event organizer(s). The Rick Hansen Foundation cannot accept any responsibility for any associated costs and encourages the organizers to seek donated goods and services to offset any costs incurred. Costs should not exceed 20% of funds raised (e.g. for every dollar you raise, roughly twenty cents or under is appropriate to spend).
4. All volunteers for the event will be provided by the event organizer. The event organizer and any other event volunteers must identify themselves as volunteers and must not represent themselves as staff members of the Rick Hansen Foundation.
5. The event organizer will indemnify and save harmless the Rick Hansen Foundation and its servants, agents, employees, officers and directors from and against all claims, suits and causes of action arising out of the fundraising event.
6. The event organizer and any volunteers shall:
 - a. Adhere to the provisions of the Imagine Canada Ethical Fundraising and Financial Accountability Code: www.imaginecanada.ca/files/www/en/ethicalcode/ethical_code_handbook_en.pdf.
 - b. Act with fairness, integrity, and in accordance with all applicable laws.
 - c. Adhere to the provisions of applicable professional codes of ethics, standards of practice, etc.
 - d. Cease solicitation of a prospective donor who identifies the solicitation a harassment or undue pressure, or who states that he does not wish to be solicited.
 - e. Disclose immediately to the charity any actual or apparent conflict of interest or loyalty.
 - f. Not accept donations for purposes that are inconsistent with the charity's objects or mission.
7. The event organizer will acquire appropriate permits, licenses and insurance certificates. By accepting the terms and conditions set forth in this application, the event organizer clearly understands that they are accepting responsibility for claims that may arise as a result of their event.
8. Fundraising events will maintain the highest ethical standards. Each event will be well supervised, with proper safety procedures in place, to ensure the safety and well being of all participants.
9. For confidentiality and protection of privacy, the Rick Hansen Foundation will not provide mailing lists or other donor information to the event organizer.

10. After the event, event organizers will not retain any private donor information, including name, address, telephone number, donation amount, and payment information. Please send all records to the Rick Hansen Foundation.

11. Should the fundraiser be cancelled, the organizer will notify the Rick Hansen Foundation prior to the planned event day.

12. For more information on available pricing, please visit our website at www.rickhansen.com.

I have read and agree to the Rick Hansen Foundation's Event Policies and understand that I must inform the Foundation of any changes made to my event.

SIGNATURE: _____
Organizer/Applicant

DATE: _____

SIGNATURE: _____
Rick Hansen Foundation

DATE: _____

QUESTIONS?

If you need any additional information, please contact us at:

1-800-213-2131 or fundraising@rickhansen.com

Thank you!