

# Fundraising Event Form

We are thrilled you have chosen Muscular Dystrophy Canada (MDC) to be the beneficiary of your fundraising event. Thanks to Canadians like you, individuals affected by a neuromuscular disorder can access critical support services and programs, and MDC can advocate for better public policies and invest in life-changing research.



## CONTACT INFORMATION:

Event Organizer's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## GENERAL EVENT INFORMATION:

Event Name: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_ Event Time(s): \_\_\_\_\_  
Event Venue(s): \_\_\_\_\_  
Estimation du nombre de participants : \_\_\_\_\_ Estimated # of Volunteers: \_\_\_\_\_

## EVENT DETAILS:

Please provide a brief description of the event and the plan on how the funds will be raised (donations, pledges, product sales, auctions, fundraising activities, other):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BUDGET

All costs related to the event are the sole responsibility of the event organizer(s). These costs are to be paid directly by the event organizers or it could come out of the proceeds from the event. Please list below all estimated revenue and expenses.

Will the event be open to the public?

☐ YES ☐ NO

Are there any other beneficiaries

☐ YES ☐ NO

and if so who?

\_\_\_\_\_

### EXPECTED REVENUE

Sponsorship \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

Ticket Sales \$ \_\_\_\_\_

Product Sales \$ \_\_\_\_\_

Live/Silent Auction \$ \_\_\_\_\_

Raffle \$ \_\_\_\_\_

Gift In Kind \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total Revenue \$** \_\_\_\_\_

### EXPECTED EXPENSES

Location/Venue \$ \_\_\_\_\_

Food/Beverage \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

Prizes/Incentives \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total Expenses \$** \_\_\_\_\_

How will the event be promoted? \_\_\_\_\_

Will you require income tax receipting for donations? ☐ YES ☐ NO

**Please Note:** The issuance of tax receipts to donors must be discussed in advance with Muscular Dystrophy Canada to ensure that it follows the Canada Revenue Agency guidelines. MDC can provide pledge sheets for the event to capture any and all necessary information.

## DO YOU REQUIRE:

(For example: fundraising templates, proud supporter logo, letter of support, social media, marketing, branded materials, etc.)

☐ MDC Proud Supporter logo ☐ Pledge Sheet ☐ Other, please specify: \_\_\_\_\_  
☐ Letter of Support ☐ MDC Flyer Template \_\_\_\_\_

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## TERMS AND CONDITIONS

- 1) It is the sole responsibility of the event organizer to procure all necessary permits and licenses necessary to provide a safe and lawful fundraising event. This includes, but is not limited to: provincial liquor and gaming permits, provincial health services special event notifications, venue contracts, etc. MDC can write a letter of support for your application confirming that you are registered with our organization.
- 2) It is the sole responsibility of the event organizer to ensure that their fundraising event is in accordance with all provincial and municipal laws. This includes but is not limited to: noise levels, digging or ground penetration of any kind, signage, etc.
- 3) Muscular Dystrophy Canada assumes no responsibility for any injury to persons or personal belongings during the course of the event, and cannot be held liable.
- 4) It is strongly recommended that third-party event organizers make use of Muscular Dystrophy Canada's event waivers. These forms acknowledge that photographs may be taken during the event, which will be distributed later, and waives liability in the event of injury to persons or personal belongings.
- 5) Muscular Dystrophy Canada cannot provide monetary compensation for event expenses. Event expenses can, however, be reimbursed from the event's revenue.
- 6) Muscular Dystrophy Canada will not solicit sponsorship agreements for third-party events on the organizer's behalf. These agreements must be made by the organizer.
- 7) All promotional materials using Muscular Dystrophy Canada's name or logo, both physical and digital, must be approved by staff before they are distributed.
- 8) Event revenue in support of Muscular Dystrophy Canada must be reported and deposited within two weeks of the event taking place. Funds may be delivered in person to regional offices, or deposited through a money order, bank draft, or deposit slip. Please contact your local Muscular Dystrophy Canada office for more details on how funds may be deposited, or designated for a specific purpose. Please contact your local Muscular Dystrophy Canada office for more information on how to deposit event revenue, and to explore the various options.
- 9) Muscular Dystrophy Canada can provide charitable tax receipts for donations of \$20.00 or more. This would not include items such as 50/50 tickets, registration fees, or silent auction items, where the funds are the result of a purchase. Donations made through a Muscular Dystrophy Canada website will be automatically issued tax receipts. Cash and cheque donations will be eligible for a tax receipt, provided that they have been recorded appropriately, including: the donation amount, the donor's full name, address, city, postal code, and phone number / email. It is the event organizer's responsibility to ensure all donations requiring a tax receipt have been properly documented, and submitted to Muscular Dystrophy Canada within two weeks of the event taking place. Muscular Dystrophy Canada can provide documents to assist with the proper documentation of donations. Please contact your local Muscular Dystrophy Canada office for more information regarding our charitable tax receipting policies, and donation recording templates.
- 10) Muscular Dystrophy Canada cannot provide event insurance for third-party fundraising events. If liability insurance is required to satisfy a venue or rental agreement, this must be the responsibility of the event organizer.
- 11) Muscular Dystrophy Canada reserves the right to terminate this agreement or refuse to support this application if it is deemed necessary.

**Thank you!**

On behalf of the entire neuromuscular community, thank you for choosing to support Muscular Dystrophy Canada. From coast to coast, our community is getting bigger and stronger every day thanks to amazing individuals just like you!

**Event Organizer Signature**

**Submission Date**

Please submit completed applications to your local MDC Staff or to:

**INFO@MUSCLE.CA**

Applications must be submitted a minimum of 30 days prior to the indicated event date.  
Please allow two weeks time for review.

## FOR OFFICE USE ONLY

APPLICATION APPROVED: ☐ YES ☐ NO DATE: .....

COMMENTS: .....

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Updated 04/13/22