



Third-Party Fundraising Event Application

Thank you for offering to hold an event to benefit the Children's Organ Transplant Society. Please complete the form below to ensure we provide the appropriate support. Sign and submit the form to:

Debbie Bielech
Executive Director
8323 Fremlin Street
Vancouver, BC
V6P3X1
Phone: 604-271-7719
info@childrensots.org

Contact Information

First Name:

Last Name:

E-Mail:

Company/Group Name:

Mailing Address: City:

Province: Postal Code:

Phone: (Business) (Home)

Event Information

Name of Event:

Start Date:

End Date:

Event Location:

Event Address:

Event Details (please include the estimated number of participants):

Briefly describe fundraising strategies in point form:

How did you hear about Children’s Organ Transplant Society (COTS)?

Event Financials

Please briefly provide an itemized description of the projected costs associated with the event.

Projected Expenses (totals):

Fundraising Goal:

Event Support Requirements

The Children's Transplant Society would be happy to provide promotional materials for your event (available quantities are limited). Items will be sent to you following approval of this event. Please indicate the number of materials required:

Brochures	<input type="text"/>	Posters	<input type="text"/>	Banner	<input type="text"/>	Donation Boxes	<input type="text"/>
Volunteers	<input type="text"/>	Mascot (Max 1)	<input type="text"/>				

Communication Plan

Please briefly describe how you plan to advertise and communicate the specifics of your event (eg. social media, emails, signage, etc.). If you wish for us to cross-promote the event on our official social media channels, please include your social media username and/or handle.

Guidelines:

- The Children's Organ Transplant Society (COTS) is not responsible for any costs incurred by the event or persons associated with your event.
- As your Charity of Choice, COTS will act as the sole recipient of the proceeds from the event. If the event is held in benefit of multiple organizations, COTS will receive a percentage no less than the proportion that COTS represents in the pool of beneficiaries being supported by the event, ie if three organizations are designated beneficiaries, COTS will receive no less than 33% of the proceeds of the event. If other organizations will benefit from the event, COTS must receive advance notification at the earliest opportunity.
- It is the responsibility of the 3rd party organizer to inform the public that COTS is a beneficiary and not a sponsor of the event. All promotional materials using the COTS name or logo should incorporate one of the following statements:
 - ***"All proceeds to benefit the Children's Organ Transplant Society"***
 - ***"A portion of the proceeds will benefit the Children's Organ Transplant Society"***
- Charitable donation receipts will be issued in accordance with Canada Revenue Agency (CRA) guidelines. The decision to provide official donation receipts lies with COTS. Note that not all funds raised will qualify for tax receipts.
- All 3rd party organizers must abide by CRA policy guideline ref. CPC-026 regarding 3rd party organizer's responsibility to provide to COTS full accounting of the monies received and expenses incurred for running the event. This also includes accounting for advantage or benefits received by the participants as a result of their participation in the event.
- If you are approached with a question regarding tax receipts for donated items, please note that approval must be sought prior to your event. Please contact our Executive Director, Debbie Bielech at 604-271-7719 prior to your event. We will work with you to clarify government regulations regarding tax receipts and answer any questions you may have in that area.
- The society is able to provide the donor with a copy of our logo in most formats. Logo use on printed material must be approved by the COTS office before it is used. Please forward a copy of all printed matter containing our logo or information pertaining to COTS via email info@childrensots.org.

- All trademarks and goodwill associated and developed by COTS shall remain the sole and exclusive property of the foundation.
- COTS reserves the right to decline any proposed event if it does not align with our mission, image, or values and to cancel or dissociate from an event at any time if our terms and conditions are not satisfied.
- COTS will not assume any legal or financial liability for the third-party fundraising event and is not responsible for any accidents, injury, or damage to property or persons in connection with the third-party fundraising event. The event organizer agrees to indemnify and hold COTS harmless from and against any and all losses, damages, costs, legal fees, and liabilities incurred in connection with, or with the defense of, any claim or action or proceeding arising out of or incurred in connection with the event.

Event Support:

- Please contact us if you require additional COTS signage, media release assistance, event speakers or volunteers. Sufficient notice must be given in order to ensure that this additional support can be provided.
- To help us defray costs, please ensure that all unused stock and signage is returned to COTS. We will provide a courier to pick up the items if you are unable to return them.
- Insurance coverage, permits, and licenses are the sole responsibility of the event organizer.

Event Income:

- All cheques in relation to donations should be made out to the Children’s Organ Transplant Society. We can also accept VISA, MC, AMEX and cash donations. Please discuss this with your COTS Event Coordinator.
- Net proceeds from your event should be received at the COTS office no later than 30 days after your event.
- Tax receipts can be issued for a donation of \$10 or more.

I have read and I am in agreement with the conditions and information stated in this document.

A COTS Representative will contact you regarding your proposal within 1 week.

COTS Representative Signature

Event Representative Signature

COTS Representative Printed Name

Event Representative Printed Name

Date

Date



Financial Summary Statement

Thank you again for hosting an event in support of the Children's Organ Transplant Society. Please complete this form and submit the funds within 30 days of event completion.

Name of Event:

Event Date:

First Name:

Last Name:

Phone Number: Email:

Financial Summary

Receiptable Donations	
Cash/Cheque Donations	\$
Credit Card Donations (VISA, MC, AMEX)	\$
Non-Receiptable Donations	
Ticket Sales	\$
Raffle or 50/50	\$
Auction	\$
Other	\$
Total Donations	\$
Total Expenses	\$
Net Revenue	\$
Method of Payment to Children's Organ Transplant Society (eg. Cash, Cheque, Credit Card, or Mixed)	

Event Representative Printed Name

Date

Event Representative Signature