

# FUNDRAISING EVENT PROPOSAL FORM

*ATAXIA CANADA relies on the support and willingness of many individuals and organizations who generously organize fundraising activities to help us fund research on ataxia and aware the population of the disease.*

## 1. ORGANIZERS

Name of the person in charge .....

Complete address .....

Telephone..... Email .....

Names and contact details of members of the organizing committee .....

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## 2. EVENT

Name .....

Date and time..... Location .....

Address .....

Activity description .....

.....

Are you planning on selling tickets for your event? ☐ Yes ☐ No

If yes, what will be the admission charge? .....

For every admission price, what will be the portion paid to Ataxia Canada? .....

*Please enclose all details about the project, i.e., project description and budget.*

Will you be contacting sponsors to help with the event planning costs? ☐ Yes ☐ No

If yes, which: .....

.....

Are you planning a media campaign before, during and after the event?

If yes, please elaborate .....

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### 3. PROMOTIONAL MATERIAL

ATAXIA CANADA will be pleased to provide a limited quantity of promotional materials, as described below, for your fundraising event. These promotional materials must be picked up at our office or will be sent to you (to be determined by Ataxia Canada).

You are responsible for returning, at your expense, any unused materials within the 30 days following your event.

Please indicate the number of items you need.

#### Material provided for free

"Diagnosis Ataxia" leaflet ..... Annual campaign leaflet with donation coupon .....

"Claude St-Jean's Race against Time" leaflet..... Donation Bank Can .....

Other .....

#### Promotional items for sale

If you think you will be selling ATAXIA CANADA promotional material, select it by visiting [www.ataxie.ca](http://www.ataxie.ca) and clicking on the Taking Action > Promotional Items tab, or contact us for more information at 514-321-8684 or 1-855-321-8684, or by e-mail at [ataxie@lacf.org](mailto:ataxie@lacf.org).

### 4. BUDGET

REVENUES		EXPENSES	
Merchandise sold		Promotion and advertising	
Tickets sold		Equipment rental	
Sponsorships		Permits and licences	
Donations		Food and Beverage	
Other		Other	
TOTAL REVENUES		TOTAL EXPENSES	
NET REVENUE			

#### Please note that...

- ⇒ ATAXIA CANADA is not responsible for any commitments taken by the event organizers which were not previously mentioned in the event proposition;
- ⇒ ATAXIA CANADA does not make any advances for the organization of an activity;
- ⇒ ATAXIA CANADA does not cover the unforeseen expenses of the event proposition or the activity's deficit;
- ⇒ ATAXIA CANADA does not share its list of sponsors and volunteers;
- ⇒ ATAXIA CANADA reserves the right to ask the event organizers for references and to verify the existence of any criminal records.

## AGREEMENT

Please read the following carefully and sign below to confirm that you agree to these terms and conditions:

1. It is understood and agreed that any event shall first be authorized by ATAXIA CANADA. No event may be held without the express authorization of the executive director or the Board.
2. ATAXIA CANADA shall not advance funds nor provide volunteers for the holding of the event and it shall not be liable for the event or the undertakings entered into by the persons in charge thereof.
3. If needed, ATAXIA CANADA is committed to providing proof of event liability insurance and helping obtain lottery/beverage permits. Depending on availability, an ATAXIA CANADA representative may be at the event as required.
4. I acknowledge that the name and logo of ATAXIA CANADA are trademarks held by Ataxia Canada.
5. Before the event is publicized or held, ATAXIA CANADA shall approve the related proposal as well as any use of its name and logo.
6. It is understood and agreed that any advertising made in connection with the event (tickets, posters, Internet site, interviews, etc.), whether in print or in audio or virtual format, shall be approved by the ATAXIA CANADA before it is printed and distributed.
7. Naming publicly ATAXIA CANADA as beneficiary of the event means that the total amount raised in connection therewith shall be remitted ATAXIA CANADA within thirty (30) days following the event.
8. If donors and sponsors require tax receipts for contributions, the organizer must submit donors list to ATAXIA CANADA that include full names and mailing addresses, and invoices that justify market value of goods and services provided for event organization.
9. The event shall be held according to all applicable laws and shall not prejudice the reputation and the mission of Ataxia Canada.

If the aforementioned facts are not observed, ATAXIA CANADA reserves the right to withdraw its approval of the event at any time upon two (2) days prior notice and, where applicable, any use of the name and logo of the Association (advertising, tickets, posters, Internet site, etc.) in connection with the event shall cease immediately upon receipt of said notice and any promotional material associated with ATAXIA CANADA shall be returned immediately to it.

Person in charge of the event ..... Date .....