



**Guelph  
Wish Fund  
for Children**  
Making life a little happier

### Third Party Event Proposal Form

Thank you for considering the Guelph Wish Fund for Children as you plan your upcoming fundraising event. If you would like to host an Independent Fundraising Event to benefit the Guelph Wish Fund for Children, please complete and submit this Third Party Event Proposal Form, for approval 30 days prior to your event. Once your fundraiser has been officially approved, a signed copy of the attached agreement form will be forwarded to you along with additional information to help you get started with your fundraising and event planning.

### Contact Information

Name of Contact / Organization / Group (as applicable):

---

Please select the category that best describes you:

Corporation  School  Community  Service Club  Individual  Other

Name of Primary Contact person:

---

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_  New  Returning

Anticipated Event Date and Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

Please describe your event and how the funds will be raised (i.e. ticket sales, raffle, auction, pledges, online fundraising, proceeds from sales, etc.).

---

---

---

## Affiliation with Guelph Wish Fund for Children

Are you a (check all that apply):  Past/Current Community Supporter  Past/Current Volunteer  
 Other

How did you hear about Guelph Wish Fund for Children?

---

---

## Financial Information

Date contribution to Guelph Wish Fund for Children is expected: \_\_\_\_\_

Will supporters expect tax receipts for their contribution to your fundraising activity?  Yes  No  
**Please note a charitable tax receipt will be given for a donation of \$20 or greater with clearly noted name and home address of the contributor.**

## Support Provided by Guelph Wish Fund for Children

At the discretion of Guelph Wish Fund for Children, we would be pleased to provide you with a small supply of promotional materials for your event.

Please indicate which of the following you would like to receive:

Informational brochures  Donation forms  Event poster template

Would you like your fundraiser featured on our social media accounts?  Yes  No

In order for us to fulfill your requests for support, 30 days' notice is **preferred**.

## Marketing / Publicity Information

Will media be attending the event?  Yes  No

Will promotional materials, such as flyers, posters or advertisements be printed?  Yes  No

Do you plan to use of our Guelph Wish Fund for Children logo?  Yes  No

Please note: All promotional materials to be developed using the Guelph Wish Fund for Children name or logo must be approved by the organization.

## Terms and Conditions

Third Party Fundraising Events are a very important component of the fundraising activities at Guelph Wish Fund for Children. In addition to funds raised, these events help create awareness and bring new support to our organization. In order to ensure Third Party Fundraising Events have a positive impact on Guelph Wish Fund for Children's public image, we fully expect that all individuals and organization will adhere to the following guidelines when fundraising on Guelph Wish Fund for Children's behalf:

1. The Guelph Wish Fund for Children name and / or logo cannot be used to promote a fundraising event without prior approval by Guelph Wish Fund for Children. Unauthorized use is prohibited. All materials bearing the Guelph Wish Fund for Children logo / name must be submitted in advance of the approved event prior to printing and/or publishing.
2. Guelph Wish Fund for Children cannot support and / or endorse any alcohol or gaming events not sanctioned by the Alcohol and Gaming Commission of Ontario (AGCO). Event organizer(s) is / are solely responsible for procuring any required licenses or permits, as outlined by AGCO or local governments or bodies.
3. Official tax receipts will only be issued in accordance with CRA guidelines. The final decision to issue official tax receipts is discretionary and rests solely with Guelph Wish Fund for Children.
4. Event expenses may not be paid from tax-receiptable donations. All donations requiring a tax receipt must be received in full by Guelph Wish Fund for Children.
5. Accurate accounting of your event must be kept. Guelph Wish Fund for Children will not be responsible or liable for any expenses incurred for a fundraising event.
6. All funds raised must be submitted to Guelph Wish Fund for Children no later than 30 days after the event.
7. Fundraising events should not conflict with the mission of Guelph Wish Fund for Children (if unclear, please contact Guelph Wish Fund for Children to discuss).
8. You must provide all staffing and volunteers for your event and also employ your own mailing / contact list(s) for your fundraising event. Guelph Wish Fund for Children cannot share its donor's lists or information.
9. You must obtain and pay for any necessary permits, licenses and insurance for the fundraising event.
10. Please notify Guelph Wish Fund for Children if the fundraising event is cancelled prior to the planned event day.
11. Guelph Wish Fund for Children reserves at any time the right to withdraw the use of its name and / or logo.

## Privacy Statement

We respect your privacy. Guelph Wish Fund for Children collects your personal information in order to process your request to organize a fundraising event for Guelph Wish Fund for Children and will not use such information for any purpose other than that stated.

---

I have read and agree to follow Guelph Wish Fund for Children's Third Party Event Proposal Guidelines.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for submitting your completed Third Party Event Proposal Form. Once received, a representative will contact you within five business days.

Please forward this completed and signed form to:

By email:

info@guelphwishfund.com (subject line: Third Party Fundraiser)

Or by mail:

Guelph Wish Fund for Children  
35 Harvard Road  
P.O. Box 21032  
Guelph, ON N1G 3A2

APPROVED BY THE GUELPH WISH FUND FOR CHILDREN

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_