# You have a fundraising idea? You’re in the right place!

|  |  |
| --- | --- |
|  | (Briefly describe what you want to do) |
|  |  |

# Tell us about your idea

|  |  |  |  |
| --- | --- | --- | --- |
| Date of proposed event |  | Your fundraising goal |  |
| Location of event |  | How many people will you reach? |  |

# Tell us about yourself

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name |  | Your company’s name |  |
| Your address |  | Your company’s address |  |
| Your primary phone number |  | Your email address |  |

## What will you need from Share the Warmth to make your event a success?

* Share the Warmth logo
* Pamphlets
* Newsletters
* Links to Share the Warmth social media
* Support with issuing tickets to the event
* Tax receipts
* Help planning the event
* Other:

# Estimated Expenses and Revenues

|  |  |  |
| --- | --- | --- |
|  | Description | Total $ |
| Estimated revenues (including how these are calculated) |  |  |
| Expected expenses (including how these are calculated and how you plan to cover them) |  |  |
| Value of benefit received by participants (e.g. value of dinner or other event, list any gifts received in exchange for participation) |  |  |
|  |  |  |

# Contract

* I understand that all events must be approved by Share the Warmth before they are publicized or held, and that Share the Warmth reserves the right to decline participating in, or lending its name to, events;
* I understand that if I do not receive approval, I may not use Share the Warmth’s name, logo or promotional material; I further understand that all promotional and communications material must be approved by Share the Warmth before I advertise my event;
* I understand that Share the Warmth cannot obtain liquor licenses for external events and will not accept responsibility for any events serving alcohol without proper authorisation;
* If approved, I understand that I will have to sign a contract with Share the Warmth;
* If approved, I understand that I will be held responsible for providing Share the Warmth with all necessary information on participants and/donors in a timely manner, in order to issue receipts for income tax purposes, and that no late receipts will be provided;
* I understand that I am undertaking this event using my own resources and contacts, and agree that I will not request resources or contacts from Share the Warmth.

I certify that I have read and agree to all the above statements.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Signature |  |  | Date |