

Event Registration Form

Event organizer: _____

Company / organization name: _____

Address: _____ City: _____ Postal code: _____

Phone: _____ Email: _____

Event information

Name: _____

Type of event: _____

Start date and time: _____ End date and time: _____

Location(s): _____

Event description:

Has this event taken place before? Yes No

Is this, or do you anticipate this to be an annual event? Yes No Maybe

Finances

How will funds be raised? (e.g. ticket sales, pledge forms, admission fees, donations, raffle, etc.)

Your fundraiser can support MCC in "Where Needed Most" or the funds can be designated towards a specific theme within MCC's work. Please indicate where you would like to direct the proceeds.

- | | | |
|--|------------------------------------|--|
| <input type="checkbox"/> Where Needed Most | <input type="checkbox"/> Water | <input type="checkbox"/> Refugees |
| <input type="checkbox"/> Food | <input type="checkbox"/> Health | <input type="checkbox"/> Peace |
| <input type="checkbox"/> Relief | <input type="checkbox"/> Education | <input type="checkbox"/> Manitoba programs |
| <input type="checkbox"/> Other: _____ | | |

Will tax receipts be required? Yes No

MCC Alberta will provide tax receipts to donors who make a minimum \$10.00 donation by means of cash, credit card or cheques made payable to MCC Alberta. All cash and credit card donations must be sealed in individual envelopes.

Will another organized receive any funds from this event? Yes No

If yes, which one(s)? _____

Please indicate the breakdown in how the funds will be distributed.

Please submit your donation to MCC Alberta within 14 days of your event.

Fundraising Guidelines & Agreement



_____, the event organizer, agrees to organize and implement a special event/program on _____, to benefit Mennonite Central Committee (MCC) Alberta. The special event/program shall be described and publicly referred to as: _____.

MCC Alberta will not be responsible for any expenses or financial loss and maintains the right to withdraw the support of an event that does not meet approved guidelines.

MCC Alberta reserves the right to deny any application for fundraising events that do not complement the mission of, or project a positive image of, MCC Alberta and its programs and services.

MCC Alberta will not accept donations from organizations known to be directly involved in gambling, weapons, pornography (including magazines, books, films and websites), tobacco production, or that profit from bonded or child labour.

MCC Alberta will not be responsible for any damages or injuries as a result of the event.

The organization/group/individual is responsible for obtaining all necessary permits, licenses and insurance.

If you choose to create your own marketing materials, please submit them for MCC approval prior to printing and distribution. Your promotional materials should either state "In support of", or "Proceeds to" followed by MCC Alberta or its logo. Once your event is registered, the MCC Alberta logo and brand guidelines are available by email.

Please be advised that by naming MCC Alberta as a benefactor of your event or promotion, you are required to donate the full amount of the proceeds raised on our behalf. If MCC Alberta will not receive all of the proceeds, then the exact percentage that benefits MCC Alberta must be stated clearly on all related publicity.

The event organizer agrees to handle any monetary transactions and to present the proceeds to MCC Alberta within 14 days of the event. The event organizer agrees to follow MCC Alberta's receipting policies that adhere to Canada Revenue Agency regulations. MCC Alberta will issue income tax receipts for donations by individuals if complete personal information for each donor is provided with the donation using a collection sheet. Cheques or money orders must be made payable to MCC Alberta. MCC Alberta will not be responsible for accepting cash through the mail.

Income tax receipts cannot be given if any portion of event donations or proceeds is used to pay for the event expenses or if donors receive anything of value in return for their donation (this includes any item such as baking from a bake sale or any type of performance or entertainment).

The organizers of this activity may not present themselves as representatives or employees of MCC Alberta. MCC Alberta cannot be presented as the organizer of the activity. It must be clear that MCC Alberta is simply the beneficiary of donations from the activity. The relationship between the fundraiser and MCC Alberta should be communicated by the phrase, "All proceeds of this event will be donated to MCC Alberta."

If the event is cancelled, the event organizer will notify MCC Alberta prior to the original event day.

Declaration

Acceptance of the above Guidelines by the Organization/Group/Individual.

I have read, understand and agree to abide by the preceding guidelines for special events in support of MCC Alberta.

Event organizer:

MCC Alberta representative:

Name

Date

Name

Date

Signature

Signature

Once application is complete, please submit to,

By mail: MCC Alberta, 210, 2946 32 ST NE Calgary, AB T1Y 6J7

By email: officeab@mccab.ca