



**FOOD ALLERGY CANADA COMMUNITY EVENT PROPOSAL FORM**

We appreciate that you are considering organizing a community event in support of Food Allergy Canada and appreciate the amount of time and energy that you will devote to it.

Prior to publicizing or holding the event, this application must be fully completed, signed and submitted to Food Allergy Canada for review and approval. A Food Allergy Canada representative will contact you to review your application and confirm approval.

Name of Event:

Primary contact name:

Mailing address:

City:

Province:

Postal Code:

Telephone: Home:

Business:

Cell:

Fax:

Email address:

Please indicate which of the above contact information we can share for public inquiries if your event is approved:

cell phone number     home phone number     business phone number     email

**Event Information:**

Briefly describe the event:

Event date:

Event time:

Expected # of participants:

Who is organizing the event:  company

organization

school

individual

If company, please state the nature of the business:

Website address (if applicable):

Who is responsible for the event? (a person's name is required)

Is this event:  public     private

What type of event are you staging:  one time     annual event

Is this the first year for the event:  Yes     No    If no, please indicate previous beneficiary:



Why have you decided to raise funds for Food Allergy Canada:

Will alcohol be available at the event:  Yes  No

**Promotional Information:**

Who is the intended event audience:

How will you be promoting the event:

Will you be promoting it:  locally  regionally  provincially  nationally

Do you anticipate media attending the event:  Yes  No

Do you require use of Food Allergy Canada's name and/or logo for promotional use:  Yes  No

If yes, please specify where you would like to use the logo(s):

**Financial Information:**

How will funds be raised (check all that apply):

donations  silent/live auction  ticket sales  product sales

corporate sponsorship (list organizations):

other fundraising methods (please explain):

Cost to participate in the event:

Will you have event expenses:  Yes  No

Estimated net contribution to Food Allergy Canada: \$

Will the proceeds from your event be donated to any organization(s) other than Food Allergy Canada:

No  Yes:

**Other Information:**

What Food Allergy Canada materials would be useful to your event (please indicate quantities):

- Food Allergy Canada brochure – Quantity
- Food Allergy Canada bookmark – Quantity
- Letter of Support validating the authenticity of the event
- Other (specify)

Do you require a Food Allergy Canada staff member present at your event:  Yes  No

Please note: Food Allergy Canada cannot guarantee the presence of a staff member at the event



**By signing below, I am agreeing to all of the Terms and Conditions outlined by Food Allergy Canada in the corresponding document entitled "Community Events Terms and Conditions" or otherwise communicated to me by Food Allergy Canada (collectively, the "Terms") and I shall ensure any person or persons with whom I may share or delegate responsibility for the event shall agree to the Terms and, if requested by Food Allergy Canada, such individual or individuals shall sign each sign an acknowledgement agreeing to the Terms. I am 19 years of age or older.**

Signature of event organizer:

Date:

Fax or mail this form to:            Food Allergy Canada  
505 Consumers Road, suite 507  
Toronto, ON M2J 4V8; Fax: (416) 785-0458  
Telephone: (416) 785-5666  
Toll Free: 1-800-785-5660  
Email: [info@foodallergycanada.ca](mailto:info@foodallergycanada.ca)



## **COMMUNITY EVENTS TERMS AND CONDITIONS**

### **Legal Items:**

**Responsibility** – Please note that the contact person and head organizer must be 19 years of age or older.

**Liability** – Food Allergy Canada does not and shall not assume any legal or financial liability whatsoever in connection with or relating to the event. If required by Food Allergy Canada, the organizing committee of the event shall acquire their own insurance with coverage amounts determined to be adequate by Food Allergy Canada, acting reasonably, and shall provide proof of such insurance if requested.

**Events with alcohol** – To ensure both Food Allergy Canada and the event organizers are protected, event organizers may be asked to provide Food Allergy Canada with copies of their liquor licence numbers for venues and/or special event permits (aka Special Occasion Permit or S.O.P.). For events at a private home, the homeowner is responsible for any alcohol related liability and may be asked to sign a written acknowledgement of such responsibility. Food Allergy Canada will not apply for liquor licences for community events.

### **Financial items:**

**Expenses** – All expenses directly or indirectly related to the event will be paid from income generated through funds raised by the volunteer committee from sponsorship fees and donations. Food Allergy Canada will not cover any direct or indirect expenses from existing organization funds and will not be held accountable for any financial losses related to the event.

### **Tax receipts –**

- Food Allergy Canada is responsible for issuing tax receipts to individual donors. Tax receipts will be issued for donations of \$20 or more. Food Allergy Canada shall have the opportunity to review and approve any event-related tax receipt issues in advance of the event, to ensure conformity with Canada Revenue Agency regulations.
- All funds raised, as well as the full name and address, telephone number and amount of the donation for each individual donation must be received by December 31 of the year of the event in order for Food Allergy Canada to issue a charitable tax receipt for that year.
- Please note that Revenue Canada taxation prohibits Food Allergy Canada from issuing tax receipts to donors where a benefit or advantage accrues to the donor. Examples are signage at a golf tournament, advertising on t-shirts, etc.
- A donor or participant must be informed that the tax deductible amount of his or her donation is only the amount that is over and above what was received in goods and services. For example, if a participant pays \$200 to participate in a golf tournament and the cost per golfer is \$50, the tax deductible amount is \$150.



**Financial Controls** – Food Allergy Canada requires that the company/individual/group organizing the event or program is using satisfactory financial controls, as determined in the sole discretion of Food Allergy Canada, acting reasonably. The event budget, financial records, and bank information for the event must be made available to Food Allergy Canada. The event should be financially viable in the opinion of Food Allergy Canada. All funds should be payable to Food Allergy Canada and should be received no later than 60 days after the event.

#### **Event Promotion Items:**

**Name and Logo Usage** – Food Allergy Canada must approve all documents and materials that make visual or verbal reference to the name, logo and/or official marks of the organization, in whole or in part, whether intended for print, broadcast, or online media. This approval must be provided by Food Allergy Canada prior to the documents being used publicly, regardless of whether the initiative is internal or external to a group or organization. Approval from Food Allergy Canada gives you the right to use the organization’s name and logo only as it is related to and only for your community event and the logo cannot be altered or modified from its original version. This right terminates immediately at the conclusion of the event. This right cannot be assigned or transferred, can only be extended with written permission from Food Allergy Canada, and must be granted by Food Allergy Canada each year the event is held. Food Allergy Canada also reserves the right to review any health information within the promotional materials to ensure accuracy. Food Allergy Canada reserves the right to withhold or revoke the use of its name and/or logo from any event or at any time during an event.

#### **Sponsorship:**

- Food Allergy Canada does not and will not solicit sponsors for your fundraising event and does not and will not provide any donor or volunteer contact information.
- You are required to provide a list of all targeted sponsors (both for cash and product/service donations) for the event before they are contacted so that Food Allergy Canada can provide you with information on their current support and minimize overlap with other Food Allergy Canada sponsors. Food Allergy Canada reserves the right to prohibit the participation or sponsorship of any sponsor in or of any event.

#### **Other Items:**

**Accepting of Partnerships** – Food Allergy Canada seeks to ensure that all projects are ethical and compatible with the mission of the organization’s mission and values. The public perception of the event must not be damaging to Food Allergy Canada.

**Photos** – We appreciate receiving photos from your event. Any event photos submitted to Food Allergy Canada may be used to recognize your event and/or promote fundraising activities. By submitting them you are giving full permission for Food Allergy Canada to collect and use the photographs, electronic images, and/or video images in any broadcast, telecast and/or written account of the event.

**Termination Clause** – Food Allergy Canada reserves the right to end any community event partnership at any time if the terms and conditions are not met. Termination will be communicated in writing.



**Use of Funds** – Use of the funds received by Food Allergy Canada from the event will be determined in consultation with the event organizer, in accordance with Food Allergy Canada’s mission.

**Endorsement** - Food Allergy Canada is grateful for community event support however, this acknowledgement does not constitute an endorsement of any companies’ products or services used in connection with the event.