



Third Party Fundraising Proposal Form

Charitable Registration #: 898029228 RR0001

Thank you for choosing to support National Service Dogs. We appreciate your efforts and enthusiasm for our organization. If you wish to host an independent fundraising event to benefit National Service Dogs, we request that you complete and submit this event proposal form for approval 60 days prior to your event. This will help clearly establish the parameters and expectations.

Please email, fax or mail this completed form to Judy at National Service Dogs:

- Judy@nsd.on.ca
- 519-623-4188 ext. 10
- Attn: Judy Frank, 1286 Cedar Creek Road, Cambridge ON N1R 5S5
- Fax 519-623-9997

Contact Information:

Name: _____

Address: _____ Province: _____

Day Phone: _____ Email: _____

Company: _____ City: _____

Postal Code: _____ Cell Phone: _____

Website: _____

Event/Initiative Information:

Name: _____

Date and Time: _____ Location: _____

Program/Name of Client Supported (if applicable): _____

Detailed Description: _____

Financial Information:

Anticipated Gross Income: \$ _____
(we are aware these figures are estimates)

Source(s) of Income:
(i.e. ticket sales, sponsorships, auction, etc.)

Anticipated Corporate Sponsor(s):
(please list organizations and corporations that will be approached for sponsorship)

Anticipated Expenses: \$ _____
(To ensure donor, sponsorship and participant dollars directly support NSD clients and dogs, please try to keep your event expenses below 10% of your expected revenue.)

Types of Expenses:
(i.e. printing, food, location, etc.)

Expectations of National Service Dogs: please describe in detail the support expected from National Service Dogs. *(e.g. Volunteers – numbers, times, duties; Promotions – press releases, invitations, posters, etc.)*

Would you like your fundraiser listed on our Facebook page, website and newsletter?
(In order for us to fulfill your requests for support, 60 days notice is preferred.)

Marketing/Publicity Information: briefly describe how you will advertise/market your fundraising event:

Will promotional materials, such as flyers or posters be printed? _____

National Service Dogs Event Proposal Terms and Conditions

National Service Dogs has a set of guidelines that we ask all individuals and organizations to follow when fundraising on National Service Dogs' behalf:

1. National Service Dogs' name and/or logo cannot be used to promote a fundraising event without prior approval by National Service Dogs. **All approved fundraising events should submit copies of print materials, which include the National Service Dogs logo/name prior to printing. Please send to Judy@nsd.on.ca**
2. National Service Dogs asks that you do not organize a fundraising event that includes lotteries, gambling, raffles or drawings without first discussing it with National Service Dogs. **Any fundraiser that requires any type of license or insurance should first be discussed with and approved by National Service Dogs.**
3. Keep accurate accounts of your event. National Service Dogs will not be responsible for any expenses incurred for a fundraising event unless previously discussed and outlined in writing.
4. The fundraising event activity should be one that does not conflict with the mission of National Service Dogs (if unclear, contact us.)
5. Your fundraising event should not conflict with an existing National Service Dogs fundraising event.
6. **All funds and a complete financial summary must be submitted to National Service Dogs no later than 30 days after the event.**
7. Contact us with any additional questions you may have.

I have read and agree to follow National Service Dogs' Event Proposal Guidelines.

X _____
Signature

Date

Print Name

Print Title

Thank you for submitting your completed Event Proposal Form. **Please ensure that you have included a signed copy of our Tax Receipting Guidelines as well.** Your proposal will be reviewed upon receipt and you will be contacted by National Service Dogs within five working days.

Tax Receipting Guidelines for Independent Fundraising Events

Charitable Registration #: 898029228 RR0001

National Service Dogs is proud to be working with you. This document outlines Canada Revenue Agency (CRA) tax policies that apply to donation tax receipts. To ensure a successful event, please read these guidelines before undertaking your event. Independent Fundraising Events (IFE) are those organized by enthusiastic people like you who hold their own events to raise funds for National Service Dogs - with limited involvement from National Service Dogs. The planning and expenses associated with the event are the responsibility of the event organizer; however National Service Dogs staff can provide guidance, support, and the use of our logo. As well, National Service Dogs can provide tax receipts to event participants/donors provided CRA guidelines are followed.

IFE Tax Receipting & Reporting in Compliance with CRA Regulations:

IFE organizers wishing to request tax receipts from National Service Dogs for event participants must gain approval prior to the event and must comply with certain requirements for record-keeping and financial accountability. ***In accordance with CRA's regulations, when an independent fundraising event takes place that National Service Dogs was not aware of in advance, National Service Dogs must not issue tax receipts.***

Tax Receipts:

Donors of your event are eligible for tax receipts if they donate directly to National Service Dogs (e.g. writing their cheques out to National Service Dogs) – these donations will be credited to your fundraiser since your event inspired the donations to National Service Dogs. Event organizers must submit their list of donors and money within 30 days of their event to prevent delays in receipting donors. Donations of less than \$20 will not be receipted.

- Tax receipts can only be issued if a donation is made without a personal advantage being received:
- Tax receipts cannot be issued for purchasing raffle tickets or auction items.
- When donors pay registration fees or purchase merchandise at fair market value, no receipt can be issued.
- Sponsorship fees are amounts paid to support a charity event in return for advertising or other benefit. Therefore no official tax receipt may be issued.

The total amount that National Service Dogs receives must be equal to or greater than the amount of tax receipts to be issued. When planning your event, please consider how you will cover event expenses, e.g. a registration fee, concession stand proceeds, sponsors fees or other non-receiptable money.

In order to issue tax receipts to IFE donors, we require the following information about the event, donors and donations:

- Copy of the signed Event Proposal Form
- Copy of the signed Tax Receipting Guidelines
- A detailed financial summary
- The full name, mailing address and donation amount of all donors requiring a tax receipt.

For clarification on tax receipting guidelines, please contact Judy@nsd.on.ca or 519-623-4188, ext. 10. We are here to help!

For more information on Gifts and Tax Receipting, visit the Canada Revenue Agency's website at <http://www.cra-arc.gc.ca/>.

I have read and understand National Service Dogs' Tax Receipting Guidelines.

(Please initial the bottom of each attached page as well.)

X _____
Signature

Date

Print Name

Print Title