

Make-A-Wish® Canada

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Canada

Make-A-Wish® Canada National Fundraising Application Form, Contract & General Policy

Approval & Compliance

Make-A-Wish® Canada is pleased to be the recipient of funds raised by individuals, organizations and businesses who engage in fundraising activities. Such events must promote and maintain the positive image of Make-A-Wish Canada and the use of our name and / or logo. All Make-A-Wish Canada Fundraisers must be approved by the Chief Executive Officer prior to the event taking place. Individuals cannot directly solicit funds through door-to-door or telemarketing methods. Make-A-Wish Canada reserves the right to decline proposals that do not fall within the Make-A-Wish mandate.

Fundraising Proposal Form

Any individual, organization or business wishing to conduct a fundraising event using the Make-A-Wish name as the recipient of the proceeds must first complete a Fundraising Proposal Form, which is attached. Make-A-Wish Canada is not responsible for any debts incurred by those using the Make-A-Wish name for fundraising events. In addition, the Foundation does not obtain third party lottery licenses, third party insurance or special event insurance on behalf of the outside fundraisers/third parties, and tax receipts will not be issued for funds raised through any form of gaming.

Responsibilities/Fundraising

An outline of Make-A-Wish responsibilities must be sent to the National office no later than 45 days prior to the event. All Funds raised must be sent to Make-A-Wish Canada no later than 45 days after completion of the event.

Publicity & Material Approval

Make-A-Wish Canada publicity and use of any and all Make-A-Wish material, logos, presentations etc., must be approved by the Canada office prior to use. In signing this agreement, you agree to send samples of all materials using the Make-A-Wish Canada name and logo(s) to our office for our approval prior to distribution/print.

Media Relations Policy

You are welcome to respond to media inquiries regarding your fundraising event/activity. However, for all media inquiries regarding Make-A-Wish Canada, we kindly ask you forward them to the Canada office.

Right to Withdraw

Make-A-Wish Canada may at any time withdraw the right to use its name for fundraising or other purposes and the right to conduct fundraising and/or a fundraising event if it deems that the quality of the Event is or will be injurious to Make-A-Wish or the Marks. In the event that Make-A-Wish Canada withdraws, the event in its name and all such activities shall cease and be discontinued.

External Fundraising - Initial Contact Form

Name of Proposed Fundraising Event(s): _____

Start Date of Proposed Event(s): _____ End Date of Event(s): _____

Duration of Proposed Event(s): _____

Type of Proposed Fundraising Event(s): _____

Location of Proposed Event(s): _____

Name of Sponsoring Individual/Organization: _____

Organizational Information

Name of Primary Contact: _____

Phone #: _____ Fax#: _____ Cell #: _____

Email Address: _____

Name of Secondary Contact: _____

Phone #: _____ Fax #: _____ Cell #: _____

Email Address: _____

Organization's Address
City, Province & Postal Code: _____

Description of Event(s): _____

"I _____ agree to all terms and conditions of this contract as outlined.

Signature _____ Date _____

Signature _____ Date _____

Will Make-A-Wish Canada be the only charity to benefit from this event?

Have you worked with any other non-profit organizations in the past?

What is your fundraising goal?

Describe how funds will be raised:

- 100% of Net Proceeds of the Event(s)
(i.e. total revenues less actual out-of-pocket costs incurred):

- A guaranteed minimum amount of
\$ _____

- Other (provide details)

All Funds raised must be sent to Make-A-Wish Canada no later than 45 days after completion of the event.

If using the Make-A-Wish name or logo, please indicate how the event will be promoted/publicized (i.e. TV, radio, flyers etc.) and for how long?

How did you hear about the Make-A-Wish Canada?

Brief description of your organization, purpose, size, how long in existence, etc... Please include any information you feel will help us in our decision:

Insurance: Make-A-Wish Canada does not obtain third party insurance.
Please include details of insurance permits for your event:

Important Reminders

- The Make-A-Wish logo must only be obtained from the Make-A-Wish Canada office or downloaded from a secure website (website and password information will be provided once application has been approved). The logo is not to be altered in any way.
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- Please use care when using the Make-A-Wish Canada name and logo. Note that "Make-A-Wish" is spelled with a capital "A" and with hyphens (not "Make a Wish").
- Our mission is to grant wishes to create hope and happiness for children with life-threatening illnesses. Please do not refer to children that we serve as "terminally ill" or "dying," as these labels can instill a sense of defeat and can be counter-productive as our wish kid's fight to overcome their illnesses.
- Banners, newsletters and other information pieces are available for your event upon request.
- Individuals requesting the above are responsible for picking up and returning all Make-A-Wish materials in a timely and efficient manor.
- Please note that all requests for Make-A-Wish supplies must be made well in advance and will depend upon availability.
- In order to avoid inadvertently jeopardizing existing relationships between Make-A-Wish and its donors, sponsoring organization **must** contact the Make-A-Wish office before soliciting sports teams, celebrities, corporations etc.
- Make-A-Wish does not allow door-to-door or telephone solicitation.
- An outline of Make-A-Wish responsibilities must be sent to the Canada office no later than 45 days prior to the event. All Funds raised must be sent to the Make-A-Wish Canada no later than 45 days after completion of the event.

Tax Receipts

- Make-A-Wish Canada can issue tax receipts for donations to the Make-A-Wish Canada over \$20. The donor's full name and address must be provided. Donations can be made by credit card, cheque or cash.
- For further information on issuing tax receipts for in-kind donations of products or services donated directly to Make-A-Wish Canada, please contact our office. Individuals must contact Make-A-Wish Canada before promising third parties tax receipts on our behalf. (i.e. product donations, in-kind, etc...)

Thank you for your submission to the Make-A-Wish Canada! Your proposal will be reviewed as soon as possible. If you have any questions, please contact the Canada Office, 1-888-822-9474, at your earliest convenience.

Thank you for your support of Make-A-Wish Canada.