



# Donor Event Application Form

## Event Organizer Contact Information (person that will be main contact for the event)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you organizing on behalf of an organization (company or social group)  Yes  No

If yes, please fill out the following info: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Website: \_\_\_\_\_

## About the Fundraising Event

Name of event: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s): \_\_\_\_\_ Location(s): \_\_\_\_\_

Who is your target audience? (Employees, customers, public, family, friends, other)  
\_\_\_\_\_

Is this a public or private event?  Public  Private

What activities will be at the event? (face painting, BBQ, concert, etc)  
\_\_\_\_\_

How will funds be raised? List all forms of revenue. (ticket sales, pledges, auctions, donations, etc) \_\_\_\_\_  
\_\_\_\_\_

## Budget (Figures are only estimates)

**Total Projected Gross Revenue (all funds raised)** \$ \_\_\_\_\_

**Total Projected Expenses (venue, food, printing, etc.)** \$ \_\_\_\_\_

**Net Revenue (proposed donation = revenue less expenses)** \$ \_\_\_\_\_

I plan to cover all expenses myself/my company plans to cover expenses

The expenses will be covered through sponsorship.

(Please note that sponsorships are not eligible for a tax receipt as per CRA guidelines)

I plan to use a portion of funds raised to cover expenses.

(Excluding receiptable donations)

OFFICE USE ONLY

Christmas Bureau of  
Edmonton approval:

Name:

Date:

CRA 11922 2925 RR0001



Are tax receipts expected to be generated for this fundraising event?  Yes  No

If yes, donations must be made directly to the Christmas Bureau of Edmonton and cannot be used to pay expenses.

Tax receipts are issued in accordance with Canada Revenue Agency guidelines. The Christmas Bureau of Edmonton will make the final decision to issue tax receipts.

Please visit [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca) for more information regarding tax receipts.

## Event Promotion

When will you start promoting your event? \_\_\_\_\_

How will you promote your event? Check all that apply.

Word of Mouth  Posters  Website  Email

Radio  TV  Other:

Social Media (handles)

### Promotional Materials Required from Christmas Bureau:

Posters	Brochure	Banners	Donation Box	Logo Use	Fact Sheet

### Volunteer Needs

The Christmas Bureau can put a request for volunteers to support you but cannot guarantee to fill positions. Number of volunteers requested: \_\_\_\_\_

### Christmas Bureau Representation

The Christmas Bureau of Edmonton is a small organization and as such, relies on its dedicated volunteer base to be our representatives at events when there is a request for representation from the charity.

Would you like a Christmas Bureau representative at your event?  Yes  No

In what capacity?  Cheque Acceptance  Speaker

I, \_\_\_\_\_, read, fully understand and agree to be bound by the Fundraising Policy provided to me by the Christmas Bureau of Edmonton. I agree that all material using the Christmas Bureau logo must be approved by Christmas Bureau staff prior to production.

*Please wait for written approval before proceeding with event plans and promotion.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for wanting to make Christmastime merrier for Edmonton families in need.*