



## Event Application

Thank you for offering to hold an event to benefit Starlight Children's Foundation! Please fill out the events form below to ensure we provide the appropriate support.

### **Contact Information**

First Name:

Last Name:

E-Mail:

Company/Group Name:

Mailing Address:

City:

Province:

Postal Code:

Phone:

(Business)

(Home)

### **Event Information**

Name of Event:

Start Date:

End Date:

Event Location:

Event Address:

Event Details



Fundraising Goal:

Briefly describe fundraising strategies in point form:

How did you hear about Starlight Children's Foundation?

**Event Support Requirements**

Starlight Children's Foundation would be happy to provide promotional materials for your event (available quantities are limited). Items will be sent to you following approval of this event.

Please indicate the number of materials required:

Brochures	<input type="text"/>	Posters	<input type="text"/>	Banner	<input type="text"/>	Donation Boxes	<input type="text"/>
Volunteers	<input type="text"/>	Mascot	<input type="text"/>	(Max 1)			



**Please note the following:**

- As your Charity of Choice, the Starlight Children's Foundation will act as the sole recipient of the proceeds from the event and is not responsible for any costs incurred by said event or persons associated with your event.
- If you are approached with a question regarding tax receipts for donated items, please note that approval must be sought prior to your event. Please contact our Financial Director, Rusty Pasignasigna at 1-800-880-1004 extension 231 prior to your event. He can provide you with a copy of the government regulations regarding tax receipts and answer any questions you may have in that area.
- All trademarks and goodwill associated and developed by Starlight shall remain the sole and exclusive property of the foundation.
- All 3<sup>rd</sup> party organizers must abide by CRA policy guideline ref. CPA -026 regarding 3rd party organizer's responsibility to provide to Starlight full accounting of the monies received and expenses incurred for running the event. This also includes accounting for advantage or benefits received by the participants as a result of their participation in the event.
- The foundation is able to provide the donor with a copy of our logo in most formats. Logo use on printed material must be approved by the Starlight office before it is used. Please forward a copy of all printed matter containing our logo or information pertaining to the Starlight Children's Foundation to fax (604) 742-0274 or email [Heather@starlightcanada.org](mailto:Heather@starlightcanada.org).

**Event Support**

- Please contact us if you require additional Starlight signage, media release assistance, event speakers or volunteers. Sufficient notice must be given in order to ensure that this additional support can be provided.
- To help us defray costs, please ensure that all unused stock and signage is returned to Starlight. We will provide a courier to pick up the items if you are unable to return them to Starlight.
- Insurance coverage is the responsibility of the event organizer.

**Event Income**

- All cheques in relation to donations should be made out to the Starlight Children's Foundation. We can also accept VISA, MC, AMEX and cash donations. Please discuss this with your Starlight Event Coordinator.
- Net proceeds from your event should be received at the Starlight office no later than 30 days after your event.
- Tax receipts can be issued for a donation of \$10 or more.

***I have read and I am in agreement with the conditions and information stated in this document.***

**A Starlight Representative will contact you regarding your proposal within 48 hrs.**

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Foundation Representative

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**Event Representative**