

Yes! I would like to hold an event in support of CMHA Champlain East

### Contact Information

Business/Organization:

Business Website:

Contact Name:

Phone (cell):

Email:

Mailing Address:

### Event Details

Description:	
Title of Event:	
Location of Event:	
Date of Event:	Time of Event:
What is your fundraising goal?	
Expected number of participants?	
How will you publicize this?	<input type="checkbox"/> Posters <input type="checkbox"/> Newspaper <input type="checkbox"/> Social Media <input type="checkbox"/> Radio

<input type="checkbox"/> Other:	
How will you raise funds for CMHA Champlain East (check all that apply)?	<input type="checkbox"/> Admission Sales <input type="checkbox"/> Registrations <input type="checkbox"/> Donations <input type="checkbox"/> Gaming (raffles, 50/50 draws) <input type="checkbox"/> Silent/Live Auction <input type="checkbox"/> Merchandise Sales
<input type="checkbox"/> Other:	

Do you need the CMHA logo to promote your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need CMHA Champlain East to provide a donations portal/QR code to receive and receipt donations from participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want a representative of CMHA Champlain East to attend your event? (Subject to availability)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>Please note CMHA Champlain East representatives cannot purchase tickets or pay admission fees to attend events. Depending on the nature of the event CMHA Champlain East may request up to 2 tickets.</i></p>	

Please review our community event fundraising guidelines (below), and return your signed application at least 6 weeks in advance of your proposed event.

Thank you for considering CMHA Champlain East as a beneficiary of your fundraising activities. Community event fundraisers are a very significant part of fundraising for CMHA Champlain East.

Please review the following guidelines prior to submitting your application:

- A Community Event Fundraising Application should be submitted at least 6 weeks prior to the proposed fundraising activity. Approval from the Mental Health Promotion Department must be received before any event promotion or advertising commences.
- Applications are required each year if your event is recurring.
- Permission must be received from CMHA Champlain East to use our corporate name and/or logo in conjunction with community event fundraising activities. CMHA

Champlain East must approve all promotional material prior to distribution. We will provide our logo for approved promotional material if requested.

- It should be clearly stated in promotional material that the fundraising activities are “In Support of” or “Proceeds to” followed by “CMHA Champlain East” or the CMHA Champlain East logo. CMHA Champlain East is not to be named as a sponsor or co-sponsor of a community fundraising event.
- CMHA Champlain East encourages the organizer to issue press releases or to promote via social media in regards to their community fundraising event.
- The third-party event organizer will be responsible for all costs related to the event and will handle all monies until the official donation is submitted to CMHA Champlain East. Event expenses are to be deducted before sending proceeds to CMHA Champlain East.
- CMHA Champlain East shall incur no costs related to your event.
- CMHA Champlain East will not obtain raffle/lottery/liquor or any other licenses on behalf of community events or their organizers, nor will CMHA Champlain East provide its licenses or permits. The organizer should take the necessary steps to comply with all applicable laws and regulations and CMHA Champlain East will not be held liable if the organizer is found to be in violation of any laws or regulations.
- The organizer is responsible for providing all the staff and volunteer support that is required for the fundraising activities.
- From time to time, CMHA Champlain East may be able to provide a representative to attend the event at no cost to CMHA Champlain East.
- CMHA Champlain East does not assume any liability for injuries, damage or theft sustained during community events.
- CMHA Champlain East provides charitable tax receipts in accordance with Canada Revenue Agency’s tax receipting guidelines. Generally, organizers of community events do not qualify for charitable tax receipts. Sponsors do not qualify for tax receipts. It is the organizer’s responsibility to confirm tax receipting guidelines with the Mental Health Promotion Department prior to offering receipts of any kind to any individual, business or corporation.
- The event organizer should deliver the proceeds from the community event within 30 days of the end of the fundraising activities. Proceeds can be hand delivered or mailed to: CMHA Champlain East, 329 Pitt Street, Cornwall ON K6J 3R1. For your protection, do not mail cash.
- CMHA Champlain East will ensure a representative is available if the organizer would like to have an official cheque presentation. Please make arrangements

for this at least 2 weeks in advance of the presentation date.

- CMHA Champlain East reserves the right to deny any application for a fundraising activity that does not comply with our mandate or reflect positively on our organization.
- CMHA Champlain East reserves the right to obtain and use any photos or quotes from community fundraising activities.

I have read and understand CMHA Champlain East's Community Event Fundraising Guidelines and agree to comply with them.

Print Name \_\_\_\_\_

Signature of Organizer \_\_\_\_\_ Date \_\_\_\_\_

For any questions, please contact:

CMHA Champlain East  
613-933-5845  
[office@cmha-east.on.ca](mailto:office@cmha-east.on.ca)