



400 Coventry Road, Ottawa, ON., K1K 2C7  
 T 613-742-6922 | F 613-742-6944 | [www.christielakekids.com](http://www.christielakekids.com)

Charitable Registration # 13278 4471 RR0001

Thank you for thinking about hosting a fundraising event in support of Christie Lake Kids. We rely on the public's ongoing commitment and generosity in helping to raise much needed fundraising dollars to support Christie Lake Kids recreational programs for kids at risk. No event is too big or too small and we encourage people to turn their event into a great opportunity to fundraise for Christie Lake Kids.

Once you have decided on an event, please call or email Christie Lake Kids so that we can help you plan and prepare for your event. By letting us know your event plans and officially registering your event with Christie Lake Kids we can help promote it through many channels and give you access to a variety of resources that will make event planning much easier. We would also love to recognize you publically and help your event get the attention it deserves!

For more information about hosting a community event for Christie Lake Kids please contact Kimberley Banks at [kbanks@christielakekids.com](mailto:kbanks@christielakekids.com) or 613-742-6922 ext. 224

**Guidelines for hosting an event:**

**Agreement**

\_\_\_\_\_, the applicant, agrees to host a community fundraising event to support Christie Lake Kids from \_\_\_\_\_ (Day, Month, Year) and time,

The funds raised will be submitted within 60 days of the event date to Christie Lake Kids, 400 Coventry Road, Ottawa, ON K1K 2C7. Cheques can be made payable to Christie Lake Kids (this date allows us to send timely charitable tax receipts for those who qualify).

**Official Logo Use Guidelines**

Approval must be obtained prior to the use of the authorized name and logo for Christie Lake Kids. The applicant will submit examples of all material being produced for approval.

**Tax Receipts**

Tax Receipts can be issued to those individuals who qualify if all of the information on donors is provided (please contact us for any restrictions and CRA regulations). The final page of this document contains a form for collecting information for the purposes of sending out charitable tax receipts. Please print and use this form.

**Licenses, Permits, Insurance**

The applicant is responsible for obtaining all licenses, permits and insurance policies for their event at their own cost. Christie Lake Kids may request copies of these applications.





### **Sponsorship/ Mailing Lists**

CLK is not able to acquire sponsorships for your community event. CLK is not able to provide you with a listing of our sponsors to help leverage your opportunity. In accordance with the privacy guidelines CLK is not permitted to provide our mailing lists. By connecting with us, we can provide ideas, tips and tricks to support you.

### **Promotion of event**

CLK can help promote your community event through our many channels. To assist us we require the community event listing to be submitted. CLK has many channels to help promote your event and we will be happy to support you. We have the ability to promote on our website, our newsletter, and Social Media platforms. We will also thank you by listing your third party event in our annual report at the end of the year.

### **CLK Tours**

Tours of both our Inner City programs and of Camp may be available by request. Tours are not guaranteed and subject to approval.

### **Formal Cheque Presentations**

CLK is happy to offer the opportunity to hold a cheque presentation with your group. The location and availability of a representative can be discussed. We are also pleased to take formal photos with the large Christie Lake Kids promotional cheque.



**Community Event Agreement**

**Primary Contact Information**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_  
Home Tel.: \_\_\_\_\_ Business: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_  
Event Date: \_\_\_\_\_ Timing: \_\_\_\_\_  
Expected Number of Participants: \_\_\_\_\_  
# of years supporting CLK: \_\_\_\_\_  
Type of Event (Please circle one): GOLF GALA RAFFLE OTHER: \_\_\_\_\_  
Describe Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Financial information**

Please indicate how your funds will be raised:

\_\_\_\_\_  
\_\_\_\_\_

Estimated Gross Revenue: \_\_\_\_\_  
Estimated Expenses: \_\_\_\_\_  
Estimated Donation to Christie Lake Kids: \_\_\_\_\_

Please list other benefiting organizations and the percentage of funds allocated to these groups.

1. \_\_\_\_\_
2. \_\_\_\_\_



## Process for Donations of Cash and Cheques

Canadian Revenue Agency rules require organizations holding a charitable number for the purpose of providing charitable tax receipts to demonstrate that they have received the funds in question and provided tax receipts as issued.

- Charitable Tax Receipts will only be issued for donations of \$20 or more.
- Where matching dollars (cheques or cash) are included, they must accompany donations and be clearly marked.
- Please ensure that Donors/Corporations submitting cheques are made payable to Christie Lake Kids.
- DO NOT SEND CASH DONATIONS BY MAIL. Cash donations can only be accepted in person (we can make arrangements for pick up/drop off).
- Attach (Staple/clip) all cheques to this form.
- Donations will be processed within four weeks after the receipt of the donations and charitable tax receipts will be issued directly to donors/corporations
- Donations will be processed in accordance with a donor's wishes and if no stipulation on funds is indicated, we will process the donation to the program of the highest need within our organization at the time of donation.



Event Name \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Contact Phone Number \_\_\_\_\_ Contact Email Address \_\_\_\_\_

Donor/Corporation Name (please print clearly)	Donor Address (include Postal Code)	Purpose of Donation	Donation Type	Amount Donated
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
			<b>Total Donations =</b>	