

# Fundraising Activity Project

## Leucan HUMA Challenge (Adventure in Ecuador)

**Important**      Leucan has to accept your project of fundraising activity before you start organizing and promoting it.

Approximately one week will be necessary to evaluate your project.

We recommend that you read carefully the *Fundraising Guide* before using this form.

- ▶ Only fill in applicable sections.
- ▶ Remember: Use this form only for funds you'll raise for Leucan (not for your travel expenses).

### 1. Fundraising Organizer

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

Person in charge: \_\_\_\_\_

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

Telephone number(s): \_\_\_\_\_

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

If there is an organizing committee:

Names	Telephone numbers

## 2. Fundraising Project

Name of the activity: \_\_\_\_\_

Date and time: \_\_\_\_\_

Location: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Telephone number: \_\_\_\_\_

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

### Description of the activity:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 3. Fundraising Sponsors

Sponsors support fundraising activities through financial contributions or goods and services supplies. They usually ask for some visibility in return. At Leucan, sponsors are loyal partners, and many of them support more than one fundraising project. To avoid soliciting sponsors who are already committed to Leucan or who could be inappropriate, please make a list of the companies or people you wish to approach.

Sponsors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 4. Tax Receipts

It's important for organizers not to promise tax receipts to their donors, participants and sponsors before they know all the details regarding the admissibility of a donation according to the *Income Tax Act* (Canada Revenue Agency).

Leucan issues tax receipts for donations of 20 \$ and more, based on the policies of the Canada Revenue Agency (with the complete and legible address information on a fundraising form). Nevertheless, you can get a tax receipt for a donation of less than 20 \$ on request. If you have questions on the eligibility of donations, please contact Leucan HUMA Challenge coordinator.

Will there be tax receipts to issue? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, you'll have to provide us with:

- A detailed budget of the activity's revenues and expenses to determine the exact value of the tax receipts for each person.
- A list of the donors with their names and full addresses, and the amount of their donations.

**5. Expected Revenues and Expenses**

▶ If you don't have enough space, write the information on another sheet.

**Expected revenues**

Sources of expected revenues

Description	Expected revenues
<b>Total expected revenues</b>	

**Expected expenses**

Description	Expected expenses
<b>Total expenses</b>	
<b>Expected net revenues</b>	

Do the organizers agree to hand in the funds to Leucan within 45 days following the activity?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, why? \_\_\_\_\_

**6. Important**

- 1 Make sure you have the appropriate permits to hold your activity (bingo, raffle, alcohol permit).
- 2 Does the event location have the appropriate insurance cover?  
 Yes  No  Not applicable

## 7. Leucan Products

Please indicate if you'll need any of Leucan's products. We'll be pleased to supply you with these products (subject to availability).

### Communication and visibility

- Posters 15" W x 21" H
- Leucan horizontal banner: 5' W x 3' H  
Notice: The banner must be returned immediately after the activity.

### Also available

- Donation boxes  Large presentation check

## 8. Please note...

- 1 The organizer discharges Leucan of any responsibility, of any nature, relating to this fundraising activity and is consequently liable for any legal proceedings which could result from this activity.
- 2 The organizer can't represent Leucan or be identified as its spokesperson in public activities or other activities without obtaining a special authorization from Leucan.
- 3 Leucan doesn't accept door-to-door activities and pyramidal sales. It doesn't make cash advances to help start an activity either.
- 4 Before producing any promotional material for your activity, you must have Leucan's approval.
- 5 The organizer can't carry out expenses on behalf of Leucan. As a result, Leucan can't be responsible for any shortfall or commitment taken by the organizer.
- 6 Leucan isn't responsible for ticket sales.
- 7 The organizer must obtain Leucan's approval before approaching a public personality to become the spokesperson of the event.

## 9. Agreement

The organizer agrees to respect the stated policies of partnership for his activity and has read the *Fundraising Guide*. This agreement is valid for this activity only.

Form completed on (date): \_\_\_\_\_

By (name in print): \_\_\_\_\_

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

*Leucan's children sincerely thank you for your support!*