



**MAKE A DIFFERENCE
FOR THE CHILDREN!**

PROJECT PROPOSAL FUNDRAISING EVENT ON BEHALF OF LEUCAN



IMPORTANT

- *Your project proposal must be approved by Leucan before you can proceed with the organization and promotion of your fundraising event.*
- *Please allow a two-week waiting period for the study of your project proposal*
- *We recommend that you read the [Fundraising Guide: Holding a Fundraising Event on Behalf of Leucan](#) before filling out the form.*
- *Only fill out the sections that apply to your project.*

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I. ORGANIZERS

Individual Company School Association/organization Other group

Name: _____

Contact person: _____

Full address: _____

Telephone number(s): _____

Email: _____

Organizing committee members' names and contact information

Names	Phone numbers

Why has your group chosen Leucan as the beneficiary of your event?

2. PROJECT INFORMATION

Name of the event: _____

Date and time: _____

Place: _____

Address: _____

Contact person: _____

Téléphone: _____

Email: _____

Description of the event: _____

3. SPONSORS

Sponsors support caritative projects by agreeing to pay an amount of money or by supplying products and services in exchange of visibility during the event. At Leucan, sponsors are loyal partners and many of them often support several projects. To avoid excessive solicitation or incompatible sponsorships, we require that you provide us with a list of those you want to solicit.

- Sponsors: _____



4. INCOME TAX RECEIPTS

It is very important that the organizer not make any commitments to donors, participants and sponsors as to the eligibility of donations in accordance with the clauses of the Canada Revenue Agency's Income Tax Act for the issue of income tax receipts without fully understanding the particulars. Leucan's current policy makes provision for the automatic issue of income tax receipts for all donations of \$20 or more. An income tax receipt can be issued upon request for any donation below that amount. Please contact the person in charge of fundraising in your region to ensure that donations are allowed before making a commitment to donors and participants.

- Do you plan on issuing income tax receipts? Yes No

If you have answered "yes", please provide the following: 1) a detailed revenue and expense budget to establish the exact value of donations from each donor; 2) a list containing the full contact information of each donor, as well as the amount of each of their donations.

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5. REVENUE AND EXPENSE ESTIMATES

If you need more space, please attach your event budget on a separate page.

Potential Gross Revenue

Indicate the forecasts of the money to be raised.

Description	Revenue forecast
Total gross revenue	

Expenses

Indicate the forecasts of your expenses.

Description	Expense forecast
Total expenses	
Potential net revenues	

Will event profits be shared with another organization?

Yes No

If you have answered "yes", which one(s): _____

Potential amount to be given to Leucan: _____

The organizing committee must agree to give this amount to Leucan within 45 days of the event.

6. IMPORTANT

- *You must have the required permits to hold your events. Please contact your regional office for more information. (bingo, draw, alcohol permit).*
- *Is the location where the event will take place covered by an insurance policy?*
Yes No Does not apply

7. LEUCAN'S PRODUCTS*

Please indicate the number of Leucan's products required. We will be pleased to provide them if available.

Communications and Visibility

- *Regional banners* _____
- *Money boxes* _____
- *Giant cheque* _____

Note: The banner must be returned to Leucan immediately following the event.

Promotional Items*

Would you like to have products bearing the effigy of Leucan on consignment for resale?

Yes No

8. LEUCAN REPRESENTATION

If you would like a Leucan representative to attend your event, please advise us at least 30 days prior to your event. However, Leucan cannot guarantee that a representative will be present considering the large number of events that are held at certain times of the year.

** Depending on availability*



PLEASE note...

- *Leucan doesn't accept door-to-door solicitation, pyramid selling, fundraising on behalf of a sole person, and does not provide advances to launch an event.*
- *All promotional material associated with an event must be approved by Leucan prior to production.*
- *The organizing committee releases Leucan from all responsibility of any kind related to fundraising, and, if applicable, agrees to take responsibility for any action associated with the said event.*
- *The organizing committee cannot incur expenses on behalf of Leucan. Consequently, Leucan cannot be held responsible for any financial loss incurred or commitments made by the organizing committee for the said event.*
- *Leucan is not in any way responsible for the sale of event tickets.*
- ***The organizing committee has to obtain Leucan's approval prior to soliciting the support of a public personality as a spokesperson for the event.***

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AGREEMENT

The organizer has duly read the steps to follow, as well as the [Fundraising Guide: Holding a Fundraising Event on Behalf of Leucan](#), filled out the form, and agrees to conform to Leucan's partnership agreement. This agreement is valid for this event only.

Form filled out on: _____

By (in block letters): _____

Signature: _____

Please address the dully filled form to **Leucan/Organizing a Fundraising Event and return it by mail or by fax to the office of your region.**

- *Montreal-Laval - Head Office: 5800 Saint-Denis St., Suite 505, Montreal, Quebec H2S 3L5
Fax: 514 731-2667*
- *Abitibi-Temiscamingue: 680 3rd Avenue, Suite 201, Val-d'Or, Quebec J9P 1S5
Fax: 819 825-5100*
- *Estrie: 31 Brooks Street, Sherbrooke, Quebec J1H 4X7
Fax: 819 563-1489*
- *Laurentides-Lanaudière: 28 Côte Saint-Louis West, Suite 207, Blainville, Quebec J7C 1B8
Fax: 450 437-2097*
- *Mauricie-et-Centre-du-Québec: 919 Du Père-Daniel Street Trois-Rivières, Quebec G9A 2W9
Fax: 819 379-7283*
- *Montérégie: 573 Boivin Street, Granby, Quebec J2G 2L9
Fax: 450 378-4941*
- *Outaouais: 336 Main Street, Gatineau, Quebec J8P 5K3
Fax: 819 893-2228*
- *Québec City Region: 2950A Laurier Boulevard, Quebec City, Quebec G1V 2M4
Fax: 418 654-2767*
- *Saguenay-Lac-Saint-Jean: 930 Jacques-Cartier Street East, Suite C-707, Chicoutimi, Quebec G7H 7K9
Fax: 418 602-3385*

Note: Please allow approximately two weeks for a response.

Thank you for making a difference for the children!

SECTION FOR LEUCAN ONLY

Form received on: _____ Proposal studied on: _____

Proposal accepted Proposal refused

Comments: _____

