



Dear Event Organizer:

Thank you for your interest in hosting a fundraising event on behalf of A Child's Voice® Foundation and its programs: Angel Hair for Kids® and Kids Life-Line™.

A Child's Voice® Foundation is a national not-for-profit organization dedicated to creating and managing programs that tangibly support and enhance the physical and emotional well being of financially disadvantaged children in Canada who are facing an illness or disability by providing them with products and services not otherwise provided by insurance plans, levels of government or other organizations.

Currently, the foundation and its programs rely solely on the generosity of public and corporate donors, and the fundraisers it holds annually. We do not receive any funding from the government or any other charitable organization. Fundraising events like yours help to provide the necessary support we need.

Caring for a child who is sick or disabled is not only emotionally challenging but can be financially devastating and it is our hope to make things a little easier for these children, their family and caregivers. Through our programs, we are able to extend a hand to those in need and help them through a difficult time. Many times, A Child's Voice® Foundation is their only hope.

Through the **Angel Hair for Kids®** program we turn donated hair into wigs for children who have lost their hair due to medical conditions and treatments. These wigs and related services are provided at no cost to children or their families. The **Kids Life-Line™** program provides a sick or disabled child with an immediate, essential and sometimes critical product or service. We have provided medications, small medical equipment, special transportation and much more.

Please find enclosed an **Event Application Form** along with **Terms and Conditions** outlining important information about hosting an event and/or raising funds for A Child's Voice Foundation®. Once your application has been approved by the foundation we will send you a **Fundraising Package** that includes the supporting documents that you will need for a successful event.

Thank you for supporting A Child's Voice Foundation, a place "**Where Kids Come First!**"

Sincerely,

A handwritten signature in blue ink that reads "R. Yearwood".

Roslyn Yearwood
Executive Director
A Child's Voice Foundation

3034 Palstan Road, Suite 301, Mississauga, Ontario L4Y 2Z6

Phone: (905) 275-3434 Toll Free: 1-888-837-3354 Fax: (905) 275-3139

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Child's Voice® Foundation is a national not-for-profit organization dedicated to creating and managing programs that tangibly support and enhance the physical and emotional well-being of financially disadvantaged children in Canada who are facing an illness or disability.

Since the doors opened in 1995, the foundation has worked to improve the lives of children across the country through its signature programs: **Angel Hair for Kids®** and **Kids Life-Line™**. These unique programs provide children with necessary products and services not otherwise provided by health care plans, levels of government or other organizations.

By working directly with health and social care professionals, the foundation is able to reach children who are falling between the cracks and have nowhere else to turn. The financial challenges that arise when caring for a sick or disabled child can be overwhelming and A Child's Voice Foundation is determined to provide the necessary care and support when all other doors have closed. Our focus is to provide assistance that will enhance the quality of a child's life and have a lasting, long-term effect. All applications received are assessed on an individual basis and the child is placed into the program that will best fit their need.

Our Mission

To support and enhance the physical and emotional well-being of disadvantaged children by providing products and services not otherwise provided by levels of government, insurance or other organizations. We strive to fill in the cracks, bridge the gap and open a door when all others have closed.

Our Vision

Our vision is for every child in Canada to receive the tangible support that they need to improve their quality of life.

Our Values

We are committed to conduct ourselves with compassion, integrity and respect working in harmony with our community to fulfill our mission and vision.

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Event Application Form

Please tell us about the event that you would like to organize. Fax or mail the completed form to A Child's Voice® Foundation for review and approval prior to planning your event. A representative will contact you to confirm your event and to review details. **If you are under the age of 18, please have a parent or guardian fill out and sign this form.**

Your Contact Information:

You are organizing this event as:

- An Individual
 Business – Business Name: _____

Organizer's Name: _____

Address: _____

City / Province / Postal Code: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Tell Us About Your Event:

Event Name: _____

Event Venue or Location : _____

Brief Description of your Event: _____

Why have you selected A Child's Voice® Foundation

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How are you planning to raise funds? _____

What portion of the proceeds will be donated to A Child's Voice® Foundation?

- All proceeds (no expenses deducted from amount raised)
- Net proceeds (proceeds minus expenses from event)
- Portion of proceeds (e.g. \$2 from each ticket sold or item sold)
- Partial proceeds with more than one beneficiary/charity.

Please provide the name of other beneficiary/charity:

Please note that promotional materials for the event must clearly state the exact portion of the proceeds that will be donated to A Child's Voice® Foundation (all, net or partial)

Event Promotion:

How will you be promoting your event? Please tell us the materials you plan on developing:

Poster Flyer Brochure Website Facebook Page Other (please specify):

I would like to request A Child's Voice® Foundation logo: Yes No

I would also like to request individual Program logos:

- Angel Hair for Kids® Kids Life-Line™ ***Any use of these logos must be approved by the Foundation prior to distribution of materials containing the logos.**

I would like a letter of support: Yes No

Do you plan to contact individuals or companies for sponsorships or in kind donations?

Yes No If yes, please list them here: _____

Do you plan to contact the media as a form of promotion? Yes No

If yes, please list below:

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Other:

How did you hear about A Child's Voice® Foundation?

Internet Brochure Television or Newspaper Word of Mouth

Other (please specify): _____

By signing and submitting this application I accept the responsibility of arranging a fundraising event on behalf of A Child's Voice® Foundation. I have read, understand and agree with the **Fundraising Terms and Conditions**.

Signature: _____ Date: _____

FOR OFFICE USE

Received By: _____

Date: _____

Approved By: _____

Date: _____

Notes and Follow-Up:



Fundraising Terms and Conditions

Thank you for taking the time to read the following **Terms and Conditions**. Please read the following information carefully prior to signing and submitting the **Event Request Form**.

General Policies

A Child's Voice® Foundation welcomes special fundraising events sponsored by outside individuals and/or organizations. All events and promotions must be approved by the foundation ahead of time and meet the following criteria:

- Support the mission, vision and values of the foundation and its programs.
- Creates positive public awareness of A Child's Voice Foundation and its programs.
- Has monetary and other benefits to the foundation and its programs.
- For the event coordinator and volunteers to act as ambassadors of A Child's Voice® Foundation.

Liability and Planning

Liability and Indemnity

Organizer(s) of a third party fundraiser event held in benefit of A Child's Voice® Foundation and its programs shall assume any and all liability relating to or resulting from the event, shall hold harmless the Foundation and its directors, officers and employees from any and all claims arising out of or related to the fundraiser event.

Right of Refusal

A Child's Voice® Foundation reserves the right to refuse or relinquish involvement in any third party event that does not meet its approval. If the Foundation refuses or relinquishes involvement in any third party event, none of the logos, trade-marks or other intellectual property belonging to the foundation may be used in relation to that event.

Licences and Fees

Third party event organizer(s) are responsible for obtaining and paying for their own licences or permits (e.g. Special Occasions Permit) that may be required for the event and must abide by all municipal, provincial and federal regulations.

Event Cancellation

Third Party event organizers must notify A Child's Voice® Foundation immediately if the event is cancelled or postponed.

Representation Requests

A Child's Voice® Foundation will try to accommodate requests for a representative of the foundation to attend and/or speak at the event but cannot guarantee availability.

Privacy

Third party event organizers and volunteers agree to abide by the Privacy Policy of A Child's Voice® Foundation.

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Fundraising Terms and Conditions

Revenue and Donation Collection

Event Revenue Submissions

All proceeds from a third party fundraising event must be submitted to the foundation within 30 days of the event unless otherwise agreed to. The foundation will provide the organizer(s) with a Remittance Form to be filled out and submitted with revenue.

Tax Receipting

A Child's Voice® Foundation is a registered charity and therefore is eligible to issue tax receipts. The Canada Revenue Agency has developed rules and regulations which the foundation must abide by in order to maintain its registered charity status.

A Child's Voice® Foundation may issue a tax receipt for pledges and donations of \$20.00 or more if we are provided with tax receipt forms that include the donator's name and address. The foundation **may not** issue tax receipts for the following:

- Cash sponsors of the event
- In-kind sponsors who donate products or services to the event

Marketing and Promotion

Foundation and Program Logos

A Child's Voice® Foundation, Angel Hair for Kids® and Kids Life Line™ and the associated design marks and logos are trade-marks of A Child's Voice Foundation (hereinafter, the "Trade-marks"). The Trade-marks may only be used with the expressed consent and approval of the Foundation.

All promotional materials that will include the logo(s) must be approved by the foundation prior to distribution. Please allow 5-10 business days for review and approval.

Event Promotion

All third party event organizers are responsible for the promotion of their event. A Child's Voice® Foundation cannot provide any promotion or advertising of the event. This includes writing and issuing media releases, contacting and requesting for media to attend the event, advertising the event through publications or material distribution.

All promotional materials, including and not limited to, print materials including flyers, posters, tickets, invitations, advertisements etc, on-line promotion through the internet or e-mail, publicity and media promotion must be approved by the foundation. Please submit all materials, including a list of media that will be contacted to the foundation for approval prior to distribution or publication.

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Fundraising Terms and Conditions

All text used to promote A Child's Voice® Foundation and its programs must be taken verbatim from the media kit provided and may not be altered or changed in any way.

Post Event

Event Photos and Videos

A Child's Voice® Foundation has permission to use any photos and/or videos that have been submitted to the foundation through the third party event organizer(s) or taken by a foundation representative for recognition or promotional purposes.

Hair Donations

Hair donations made to A Child's Voice® Foundation for the Angel Hair for Kids® program become the property of the foundation to be used to create hair prosthesis for financially disadvantaged children suffering from medical hair loss. The foundation and its staff can not provide information on what prosthesis the hair will be used for or what child receives the prosthesis.

Forms

The third party event organizer is responsible for the ensuring the completion, accuracy and submission of all forms including, image release, hair donation consent and tax receipt. Please submit these forms along with all donations within 30 days of the event unless otherwise agreed to.

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Your Fundraising Package

Once the foundation has approved your event, we will provide you with a complete fundraising package.

Your package will include:

Foundation Media Kit and Logo

- The foundation Media Kit will provide you with detailed information on our foundation and programs and will help you to share our message and story. The information in this kit will help you to create materials for your event. The logo(s) may be used on approved promotional materials.

Image Release Form

- If you will be posting or sending images of participants or attendees please have them fill out this form and submit it to the foundation, you may attach hard copy images.

Tax Receipt Forms

- Every monetary donation of \$20 or more will receive a tax receipt. Please fill out this form for each donator and submit them to the foundation. Tax receipts are sent twice a year.

Media Tips Sheet and Press Release

- If you would like to have the media involved with your event we have provided you with some helpful tips and a press release template that can be filled out and submitted to the media of your choice.

Remittance Form

- Please fill out this form and submit it with all revenue within 30 days of the event, unless otherwise agreed to.

If your event includes a hair cutting and will be advertising the **Angel Hair for Kids®** program we will add this additional information:

- Hair Donation Guidelines
- Hair Donation Consent Form
- Angel Hair for Kids T-Shirt Order Form

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