



N2N Third Party Event/Activity Proposal Guidelines & Agreement

Thank you for considering N2N as you plan your upcoming fundraising event/activity. *Please complete and submit this form for approval at least 14 days prior to your event.* Once your fundraiser has been officially approved, a signed copy of the attached agreement form will be forwarded to you along with additional information to help you get started with your fundraising and event planning.

Contact Information

Name of Organization (as applicable):

Name of Primary Contact person: _____

Mailing Address:

City: _____ Prov.: _____ Postal Code: _____

Home #: _____ Cell #: _____ Work #: _____

Email: _____

Event Information

Event/Activity Name: _____

Event Date and Time: _____ Event Location: _____

Please describe your event and how the funds will be raised (i.e. ticket sales, draw, auction, pledges, online fundraising, proceeds from sales, etc.). Use additional sheet if needed.

How did you hear about N2N?

Date contribution to N2N is expected: _____

Will supporters expect tax receipts for their contribution (\$20 and over) to your fundraising activity?

(Please Circle): Yes No

Please Note: In order for the N2N to issue a tax receipt, we require the third party organizers to provide us with the following information from the donors:

Full name, address (including postal code), phone number, and the amount which they have donated.

Please note: Work addresses cannot be receipted.

Support Provided by N2N

At the discretion of N2N, we would be pleased to provide you with a small supply of promotional materials for your event. Indicate if you would like to use our:

(Please Circle): Informational Brochures

Will promotional materials, such as flyers, posters or advertisements be printed?

(Please Circle): Yes No

Do you plan to use the N2N logo?

(Please Circle): Yes No

Please note: All promotional materials to be developed using the N2N name or logo must be approved by the Director of Development to ensure recent and relevant signage.

3rd Party Fundraiser Responsibilities:

- Planning, coordination, promotion, and execution of event
- Selling tickets or coupons, etc.
- Staffing

Privacy Statement

We respect your privacy. N2N collects your personal information in order to process your request to organize a fundraising event for N2N and will not use such information for any purpose other than that stated.

Please be aware that all business activities must be compliant with all municipal, provincial and federal legislation and consistent with Neighbour to Neighbour’s Mission, Policies & Procedures.

I have read and agree to follow N2N’s Third Party Event Proposal Guidelines.

Signature: _____

Print Name: _____ Date: _____

Thank you for submitting your completed Third Party Event Form. It will be reviewed upon receipt and you will be contacted by N2N. Please forward this completed and signed form to:

Valerie Louter
Manager, Resource Development
Neighbour to Neighbour
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