



## **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):

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Name of Primary Contact person: \_\_\_\_\_

Mailing Address:

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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.

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How did you hear about N2N?

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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

If yes, in order for N2N to issue a tax receipt, we require contact information for each donor (as per Canada Revenue guidelines). For that reason, donors may choose to give by cheque OR make their gift online at n2ncentre.com. **If you want to track** how many people are supporting your initiative, we can set up a dedicated giving link.

### **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 posters or social media ads be created?

(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.

### **3<sup>rd</sup> 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:

Jillian Harris  
Manager, Communications and Events  
Neighbour to Neighbour  
28 Athens Street, Hamilton, ON L9C 3K9  
jharris@n2ncentre.com  
905-574-1334 x220