

## DIY Fundraiser Guidelines and Agreement

Thank you for considering Neighbour to Neighbour as you plan your upcoming fundraising event.  
Please complete and send this document to Jasmin ([jeng@n2ncentre.com](mailto:jeng@n2ncentre.com)) for approval at least 14 days prior to your event.

### Contact Information

Name of Organization: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Preferred Name (if applicable): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Event Information

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

Date and Time: \_\_\_\_\_ Location: \_\_\_\_\_

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

How did you hear about Neighbour to Neighbour?

Date contributions to Neighbour to Neighbour is expected: \_\_\_\_\_

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

☐ Yes ☐ No

If you answered yes, in order for Neighbour to Neighbour to issue a tax receipt, we require the contact information of each donor (as per Canada Revenue guidelines). For that reason, donors may choose to give by cheque OR make their gift online at [www.n2ncentre.com](http://www.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 Neighbour to Neighbour

We would be happy to provide you with a small supply of promotional materials for your event. Please indicate if you would like to use our informational poster.

☐ Yes ☐ No

Will you create promotional materials, such as posters and social media content?

☐ Yes ☐ No

Do you plan to use the Neighbour to Neighbour logo?

☐ Yes ☐ No

**\*Please note:** All promotional materials using the Neighbour to Neighbour name or logo must be approved by the Director of Development prior to distribution.

### DIY Fundraiser Responsibilities:

- Planning, coordinating, promoting, and executing the event
- Selling tickets or coupons, etc.
- Staffing

### Privacy Statement

We respect your privacy. Neighbour to Neighbour collects your personal information to process your request to organize a DIY Fundraising event and will not use such information for any purpose other than stated.

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

I have read and agree to follow Neighbour to Neighbour's DIY Fundraiser Guidelines and Agreement.

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_