

Dear Friend,

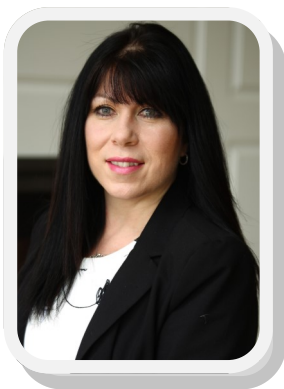
Thank you for your interest in planning a community fundraising activity for Ronald McDonald House Charities® Newfoundland and Labrador (RMHCNL). Community fundraising is a great way to raise the much needed funds and awareness for Ronald McDonald House. With the support from individuals and organizations like yours, we can provide a place for our families to call home when they are going through the most traumatic event in their lives - an illness or injury of their child.

We are happy to provide you with a Community Fundraising Toolkit to help you plan a successful fundraiser. Ronald McDonald House is committed to assisting you wherever feasible in providing a high standard of service, promotional materials, support and fundraising advice to ensure the best possible experience and outcome for both you and your participants.

To help you finalize the details of your fundraising activity, please complete the attached Fundraising Agreement. You will be notified of approval once it has been reviewed. If at any point you have any questions contact Christine Morgan, Director of Development & Communications or Lana Roestenberg, Development Associate –Events at (709) 738-0000 . We would be happy to provide you with advice and support.

We wish you all the success during your fundraising event. Thank you!

Sincerely,  
Ronald McDonald House



**Christine Morgan**  
Director, Development & Communications  
christinemorgan@rmhnl.ca  
709-738-0000



**Lana Roestenberg**  
Development Associate—Events  
lanaroestenberg@rmhnl.ca  
709-738-0000

**#KeepingFamiliesClose**



**RMHC®**

Newfoundland & Labrador

Keeping families close

**Ronald McDonald House Charities® Newfoundland and Labrador**

1-855-955-HOME(4663) T: 709-738-0000 F: 709-747-1270 | info@rmhnl.ca @OurHouseNL OurHouseNL.ca  
P.O. Box 28091, St. John's, NL A1B 1X0 Charitable Registration # 85050 2865 R90001

# COMMUNITY FUNDRAISING AGREEMENT

\_\_\_\_\_ (the organizing group) agrees to hold a fundraising event in support of Ronald McDonald House Charities® Newfoundland and Labrador (RMHCNL) and will donate to RMHCNL the proceeds of the event(s).

**The Organizing Group** and supporters agree to the following conditions of this agreement:

- Any and all advertising materials to be used in support of this fundraiser must be submitted to RMHCNL for its review and approval prior to production.
- **The Organizing Group** will obtain the necessary insurance to conduct this fundraising event(s).
- RMHCNL is not responsible for any financial losses
- If media attention is obtained, **the Organizing Group** will seek a representative from RMHCNL to speak on behalf of the charity.
- All supporters and sponsors of the events must be appropriately thanked and recognized by **the organizing group**.
- Net revenue will be presented to RMHC NL no later than **2 weeks following the event(s)**. Should additional time be required, please advise RMHC NL.
- Event(s) or other administration expenses incurred will be the responsibility of the organizing group and will not be eligible for a tax receipt.
- Before offering tax receipts approval must be obtained by RMHCNL.
- It is understood that RMHCNL in no way endorses any products or services used in connection with the promotions/events, and shall not be held liable for any damages arising either from the product and or services of the events.
- **The Organizing Group** will be responsible, financially and otherwise for operating the events and RMHCNL will not be liable under any circumstances for any claims or liabilities, no matter by whom or for whatever reason, made in connection with the events/promotions.
- **The Organizing Group** will indemnify, defend and hold harmless RMHCNL, its directors, officers, employees, and agents from and against any and all claims, demands, causes of action, judgments, suits, proceedings, losses, liabilities, damages, injuries, costs and expenses of any kind (including reasonable legal fees) arising out of or in connection with the events/promotions, including but not limited to (i) any wrongful act, omission or any person(s) for whom it is in law responsible, with respect to the events/promotions; or (ii) any bodily injury or death of an individual or injury to or destruction of tangible property, of any kind arising out of or in connection with the events/promotions.

Original signed copy of this agreement will be returned to RMHC NL.

\_\_\_\_\_  
Organizing Group Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Development & Communications  
RMHC NL

\_\_\_\_\_  
Date



**Ronald McDonald  
House Charities®**  
Newfoundland & Labrador



## FUNDRAISING INFORMATION

Fundraising Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date Range: From: \_\_\_\_\_ To: \_\_\_\_\_

Location : \_\_\_\_\_

Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Market for fundraising activity: Employees \_\_\_\_\_ Customers \_\_\_\_\_ General Public \_\_\_\_\_ Other: \_\_\_\_\_

### ORGANIZER CONTACT DETAILS

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

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate the category that best describes your organization:

Corporate \_\_\_\_\_ School or Community \_\_\_\_\_ Service Club \_\_\_\_\_ Other \_\_\_\_\_

### FINANCIAL INFORMATION

Estimated Income from fundraiser \$ \_\_\_\_\_

Estimated Expenses from fundraiser \$ \_\_\_\_\_

Estimated Donation to the RMHCNL \$ \_\_\_\_\_

**In-kind solicitation (see wish list)** Yes \_\_\_\_\_ No \_\_\_\_\_

Will tax receipts be required? (As appropriate) Yes \_\_\_\_\_ No \_\_\_\_\_

Cheque Presentation Date: \_\_\_\_\_

**Note: Tax receipts will not be issued for amounts less than \$10.00. Tax receipts will be issued by Ronald McDonald House Newfoundland and Labrador. Complete donor information must be provided.**

What support or assistance are you requesting from Ronald McDonald House office?

Promotional Materials (Newsletters , stickers etc.)

Posters/Flyers

Online Giving Page

Other: \_\_\_\_\_

Facebook Event

Add Website Event

Public Service Announcements

Media Advisory