

Dear Friend,

Thank you for your interest in planning a community fundraising activity for Ronald McDonald House Charities® Newfoundland and Labrador (RMHC NL). 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 or Young Hero Guideline** 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 Application. This application is subject to approval prior to proceeding with your activity. If at any point you have any questions please free free to contact one of the Development Team listed below. We would be happy to provide you with advice and support.

Thank you again for supporting Ronald McDonald House Charities.

Sincerely,

Ronald McDonald House Charities Newfoundland and Labrador



Christine Morgan
Director, Development & Communications
christinemorgan@rmhcnl.ca
709-733-5071



Heidi Smith
Development Coordinator
heidismith@rmhcnl.ca
709-733-5075



Heather Butler
Special Events Coordinator
heatherbutler@rmhcnl.ca
709-733-5073

#KeepingFamiliesClose

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 2855 RR0001



RMHC®

Newfoundland & Labrador

Keeping families close

EVENT APPLICATION/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 that includes RMHC NL logo **must** be submitted to RMHC NL for review and approval prior to production.
- **The Organizing Group** will obtain the necessary insurance to conduct this fundraising event(s).
- RMHC NL is not responsible for any financial losses
- If media attention is obtained, **the Organizing Group** will seek a representative from RMHC NL 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 RMHC NL.
- It is understood that RMHC NL 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 RMHC NL 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 RMHC NL, its directors, officers, employees, and agents from and against any and all claims, demands, causes of action, judgements, 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.
- **COVID-19 : The Organizing Group** will follow all current public health restrictions including but not limited to social distancing, use of masks and complying with a maximum number of attendees as indicated by RMHC NL. Organizing group must record and submit to RMHC NL, all attendees names and contact information for contact tracing.

Original signed copy of this agreement must be returned to RMHC NL. Activity cannot proceed without approval

Organizing Group Representative

Date

Director, Development & Communications

Date



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



FUNDRAISING EVENT APPLICATION

Type of fundraising Activity: Public Event Internal Private Event Wish List Collection Lottery Bingo Birthday/Wedding/Anniversary other

ORGANIZER CONTACT DETAILS

Organization Name: _____

Contact Person: _____ Title: _____

Address: _____ Postal Code: _____

Telephone: _____ Fax: _____

Cell Phone: _____ Email: _____

Event Details

Fundraising Name: _____

Date: _____ Date Range: From: _____ To: _____

Location : _____

Description: _____

EVENT INSURANCE NEEDED? Yes No Unsure

Will there be an **Inflatable Device (Bouncy Castle)** on site Yes No

Target Market for fundraising activity: Employees _____ Customers _____ General Public _____ Other: _____

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

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

LOTTERY REQUESTED Yes No

Prize description _____

Total Retail Value of Prize(s) (Maximum payout for 50/50) \$ _____

Will the prize be donated? Yes No

Price of Tickets \$ _____

Will there be discounted tickets? (2 for \$5, etc.) \$ _____

Number of Tickets to be printed _____

Draw Date: _____ **Draw Location:** _____

FINANCIAL

Total Estimated Income from fundraising activities \$ _____

Estimated Expenses from fundraiser \$ _____

Estimated Donation to the RMHC NL \$ _____ **Presentation Date:** _____

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

- RMHC NL Logo Use
- RMHC Promotional Materials (Newsletters, stickers etc.)
- Posters, flyers or pledge sheets
- Online Fundraising Platform— set up at www.rmhc.ca
- Add to RMHC NL Website
- Event Organizing Advice
- Social Media Advertising
- Public Service Announcements
- Media Advisory
- Other: _____

ADDITIONAL COVID-19 SAFETY PLANS

Describe how you will control the size of the event as per current public health restrictions surrounding public gatherings?

What added safety measurements will you take?

How will you ensure social/physical distancing, mask usage, and hand hygiene among attendees?

What process will you have to track all attendees names and contact information for contact tracing? (The record of attendees and contact information must be submitted to RMHC immediately following the event.)

For more and currently up to date information, please consult <https://www.gov.nl.ca/covid-19/> before planning and leading up to your event.

Please note that the Public Health Restrictions associated with COVID-19 are ever changing. RMHC NL has the authority to cancel, change or update any fundraising activity in support of Ronald McDonald House. All fundraising activities are guided by RMHC NL.