

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 feel 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



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**Heather Butler, CFRE**  
Special Events Coordinator  
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# 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



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:

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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 \$ \_\_\_\_\_

4 \$ \_\_\_\_\_

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?

- |  |   |
|--|---|
| <input type="checkbox"/> RMHC NL Logo Use  | <input type="checkbox"/> Event Organizing Advice      |
| <input type="checkbox"/> RMHC Promotional Materials (Newsletters, stickers etc.)                             | <input type="checkbox"/> Social Media Advertising     |
| <input type="checkbox"/> Posters, flyers or pledge sheets  | <input type="checkbox"/> Public Service Announcements |
| <input type="checkbox"/> Online Fundraising Platform— set up at <a href="http://www.rmhc.ca">www.rmhc.ca</a> | <input type="checkbox"/> Media Advisory               |
| <input type="checkbox"/> Add to RMHC NL Website  | <input type="checkbox"/> Other: _____                 |

## **ADDITONAL COVID-19 SAFETY PLANS**

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.