



Parkinson Society Saskatchewan

Soci t  Parkinson Saskatchewan

In Partnership with Parkinson Society Canada

**Independent Community Fundraising
Event Proposal**

Contact Person _____ Organization _____

Address _____ City _____ Prov ____ Postal Code _____

Phone _____ Email _____

Name of Event _____ Date of Event _____

Location of Event _____ Time of Event _____

❶ Please describe your project or event:

❷ Anticipated Number of participants: _____ ❸ What is your fundraising goal? \$ _____

❹ Will your event include donations to be issued tax receipts? Yes No
- If yes, please provide details below and a Parkinson Society representative will contact you regarding Canada Revenue Agency compliance.

❺ If you are donating a portion of the net proceeds from your event, rather than the full amount, to Parkinson Society Saskatchewan, please specify what percentage or dollar value you will be giving.

% of proceeds _____ % OR \$ value of proceeds \$ _____

❻ Include a copy of your event budget

❼ Sign, date and send this completed form to Parkinson Society Saskatchewan
610 Duchess Street, Saskatoon, SK S7K 0R1
or email to: donate.sk@parkinson.ca

Signature

Print Name

Date

Event Guidelines

Parkinson Society Saskatchewan wishes to thank the generous individuals who voluntarily dedicate themselves to raising funds to benefit Parkinson Society Saskatchewan. Please review the following guidelines to ensure compliance where required:

- Your fundraising event is independent from Parkinson Society Saskatchewan. Neither you nor the organizers may act as representatives of Parkinson Society Saskatchewan.
- The name of your event should be the prominent feature on all event literature and promotional materials. Use of Parkinson Society Saskatchewan’s name and logo can only be in the secondary context of “a fundraising event to benefit Parkinson Society Saskatchewan”.
- The event organizer is responsible for underwriting 100% of the cost of producing the event. Organizers should consider how expenses may be covered, such as through sponsorships or other non-donation money.
- The event organizer is responsible for providing insurance coverage, if required, and accepts all legal liabilities associated with the event.
- The event organizer is responsible for obtaining appropriate permits and licenses (ie. for sale of alcohol, raffles, casinos, etc.)
- Parkinson Society Saskatchewan can provide official tax receipts for donations of \$20 or more. Donations of less than \$20 will not be receipted unless specifically requested. Tax receipts will only be issued in accordance with Canada Revenue Agency regulations and it is therefore essential that the event organizers review this process with a representative of Parkinson Society Saskatchewan.
- Tax receipts can be issued for outright donations to Parkinson Society Saskatchewan. Event organizers must provide Parkinson Society Saskatchewan with a complete list of donors, including full name, complete mailing address and the amount of the donation.
- Event organizers cannot claim event donations for themselves and official tax receipts can only be issued in the name of the true donor.
- Event expenses may not be paid from tax receiptable donations. All donations requiring a tax receipt must be provided to Parkinson Society Saskatchewan in full.
- All contributions must be obtained through legal means and be submitted within 30 days after the fundraising event. Cheques should be made payable to Parkinson Society Saskatchewan.

I have read, I understand, and I agree to abide by these fundraising guidelines of Parkinson Society Saskatchewan. Parkinson Society Saskatchewan retains the right to withdraw its approval of and participation in any event if the above guidelines are not strictly followed.

 Signature

For PSS Office Use: A signed copy of the Event Proposal and Guidelines has been received and approved by Parkinson Society Saskatchewan.

 Date

 Authorizing Signature