



The Canadian Mental Health Association BC Division is grateful to be the beneficiary of your fundraising efforts. The funds you are so generously raising for our Association will assist us in the promotion of mental health and supporting the resilience and recovery of people experiencing mental illness.

Please follow the three steps below, and submit your application. We will get back to you within 5 business days with your approval.

1. Fill out this form, below
2. Read and sign the Terms and Conditions you agree to, and
3. Indicate whether you require an **online event page**.

INDEPENDENT FUNDRAISING EVENT APPLICATION

Date: _____

1. Contact Information

Name of contact person _____

Job Title _____

Company Name (if applicable) _____

Mailing address _____ Home Office

City _____ Postal Code _____

Website _____

Phone _____ Email _____

2. Event details

Name of Event _____

Date of Event _____

Tell us about your fundraising idea. Please provide a brief description of the fundraising event and how the funds will be raised.

Venue Location & Address



What inspired you to hold this event?

List all sponsors that will be associated with your fundraiser, if any:

3. Event administration

Are tax receipts required? Yes No

(We provide tax receipts for all donors whose addresses you collect and provide to us, where donations are \$20 or more.)

List any materials or requests from Canadian Mental Health Association BC:

Electronic CMHA logo. Please indicate format(s): _____

Electronic CMHA "Proud Supporter of" logo. Format(s): _____

Electronic CMHA Fact Sheets. Please indicate if you need specific topics

([see our resources online](#)): _____

Volunteer Assistance (we cannot guarantee volunteer involvement, but please let us know the scope of your needs. No. Volunteers/Role: _____)

Guest Speaker or spokesperson from CMHA

personal story, or

organizational representative

Other

Anticipated Net Proceeds = \$ _____

(Total expected revenue – Total expected expenses)

Estimated Donation Date (s): _____

How many people will your fundraiser reach / how many people to you expect to attend?

We request that any event advertised as being held in support of CMHA BC Division should not have expenses that exceed **50%** of gross proceeds.



4. Online Event Page Request

Our online fundraising tools can help you manage and promote your own event to raise donations for CMHA. Send us a photo and we will set up a personal web page you can use to connect with colleagues, friends and family through social media, request and manage donations, and keep track of your fundraising progress. We will use the details you've just provided, above, to create your page.

- Yes, I would like CMHA to set up an event fundraising page and provide me with the URL, Username and Password to administer this page
- I have attached a jpeg photo for my Event Page Request

5. Terms and Conditions - Please review this section:

Use of CMHA BC Division's "Proud Supporter" logo is permitted for approved independent fundraisers;

Use of CMHA BC Division's name is permitted only with CMHA, BC Division's approval;

CMHA BC must review and approve all promotional materials (including, but not limited to, letters, brochures, press releases, flyers, and advertising) prior to distribution;

All promotional materials must clearly state the percentage of proceeds or portion of ticket price that will be donated to CMHA BC ;

Only the final net proceeds will be processed by CMHA BC Division. Under no circumstances will independent (third party) revenues and expenses flow through CMHA BC Division;

CMHA BC Division is not financially liable for the promotion and/or staging of independent fundraisers;

The organizer of the fundraiser that is the subject of this agreement shall indemnify and hold harmless the Canadian Mental Health Association BC Division, its officers, directors, and employees, from and against any and all claims, liabilities, costs, fines and expenses (including reasonable legal fees) arising out of any claims or suits, or threats of suits, which may be brought against CMHA BC Division for any reason whatsoever in connection with the fundraiser, including, but not limited to, claims related to personal injury related to the fundraiser. The organizers' obligations hereunder shall survive the termination of this agreement.

CMHA BC Division does not permit the following types of fundraising in an independent (third party) context:



Canadian Mental
Health Association
British Columbia
Mental health for all

Association canadienne
pour la santé mentale
Colombie-Britannique
La santé mentale pour tous

- Programs that raise money on commission;
- Events that encourage/involve behaviour that is counter to the CMHA mission and/or programmatic activities;
- Events involving the promotion or support of a political party or candidate, or those which appear to endorse a political activity;
- Direct solicitation (including, but not limited to, door-to-door canvassing, telemarketing or internet).

CMHA BC Division reserves the right to withdraw the use of its name at any time.

If the fundraiser is cancelled or rescheduled, the organizer will notify CMHA BC as soon as possible. If it is an event, notification will be at least 24 hours prior to the original date of the event.

CMHA BC will provide limited technical support, but event organizers are expected to administer their own online event page (e.g., post information, send email requests).

I give permission to use the photographs and content, as submitted by me, to CMHA BC for their online and offline materials.

I have read and agree to the Terms and Conditions (Check box to indicate)

Signature _____

Print Name _____

Date _____