

EVENT PLANNING KIT

Thank you for organizing a fundraiser for the Windsor Cancer Centre Foundation. Completing this form allows us to become familiar with your fundraiser and to determine how we can assist you.

Please complete, sign, and return this form to: info@windsorcancerfoundation.org

FUNDRAISER COORDINATOR C	ONTACT INFORMATION	ı	
Name:		DOB (optional):	
Contact Number:	E	Email:	
Address:			
City:	Prov.:	Postal Code:	
How did you hear about the W	indsor Cancer Centre Fo	oundation?	
Please provide your reason(s) f	or coordinating this fur	ndraiser/event:	
FUNDRAISER/EVENT DETAILS			
Fundraiser/Event Name:			
Date and Time (Start & End Tim	ne):		
*It is strongly advised to consult lo	cal community calendars f	or potential conflicts with your proposed date.	
Location (Include contact inform	nation, address, and ph	one number):	
Description of Fundraiser (inclu	iding ticket price, if any)	ı:	
Fundraiser/Event Social Media	Handles:		
		(Continued on next page,	

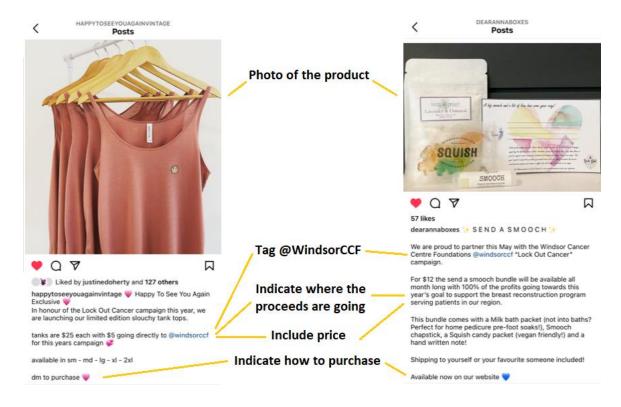
Will your fundraiser include any of the following: (check all that apply) ☐ Raffle ☐ 50/50 Draw ☐ Auction(s) ☐ Giveaways ☐ Alcohol* ☐ Collecting Pledges *Liability insurance coverage up to \$2 million is required for all events which use the name and/or logo of the Windsor Cancer Centre Foundation. The Windsor Cancer Centre Foundation will provide this at no additional cost. If interested, please request this coverage from the Windsor Cancer Centre Foundation and allow 2 weeks to process.			
Do you anticipate this becoming an annual fundraiser? \square Yes \square No			
Do you require the Windsor Cancer Centre Foundation to provide: (we request at least 3 weeks' notice)			
 Volunteers to assist with the fundraiser? ☐ Yes ☐ No If yes, how many? Hours required per volunteer: 	_		
 A Windsor Cancer Centre Foundation representative to: □ attend your fundraiser □ speak at your fundraiser 			
3. Official tax receipts? Yes No Receipts can be issued for donations \$20 or more. Donor name and mailing address must accompany donations. All cheques must be made payable to the "Windsor Cancer Centre Foundation". If a cheque made payable to the fundraiser or fundraiser coordinator(s), a photocopy of each cheque must be provided to the Windsor Cancer Centre Foundation for official tax receipting purposes. Please see the Taxation Guide for details about what qualifies for an official tax receipt. The Windsor Cancer Centre Foundation can only receipt for monies received.	ie(s) is		
4. A letter of endorsement? ☐ Yes ☐ No			
5. A thank you to participants, donors, sponsors, etc.? ☐ Yes ☐ No If yes, please provide us with a list of individuals to be recognized along with their contact information	n.		
I would like to direct the fundraiser proceeds to: ☐ Where Most Needed ☐ Men's Health (Grow On Windsor) ☐ Scholarships ☐ Systemic (Chemotherapy) ☐ Women's Health (Lock Out Cancer) ☐ Patient Assistance ☐ Seeds4Hope (Research) ☐ Radiation	Fund		
How/where do you plan to promote this fundraiser? (E.g. social media, posters, radio, television, e	etc.)		
CONSENT			
By signing this form, you agree to allow the Windsor Cancer Centre Foundation to release your name, fundrais event information and fundraiser/event photos to the media and authorize the Windsor Cancer Centre Foundation to post your event information on our website, social media, and any other promotion we deem appropriate.			
Additionally, you agree to abide by current COVID-19 protocols in Windsor-Essex, as specified by the Ontario Government, and to ensure event participants are aware of the COVID-19 protocols they must follow.			
Print Name Signature			

TOOLS FOR SUCCESS

SUGGESTIONS FOR YOUR FUNDRAISER/EVENT

- Keep fundraiser concept straightforward
 - Rather than creating an item specifically for the Windsor Cancer Centre Foundation, consider donating a portion of proceeds from an existing item or from all sales during a specific time frame.
- Make promotional materials easy to understand (e.g. use high resolution photo of product/event vs. company logo)
- Prepare a plan to promote your fundraiser:
 - Post on your social media and tag us:
 - Facebook: Windsor Cancer Centre Foundation
 - Instagram: @WindsorCCF
 - Twitter: @WindsorCCF
 - See below for a sample post that had great uptake
 - Send emails to your customers/clients
 - Create and circulate posters to partners
 - Add banner to your website home page
- If you are planning to have individuals register for your fundraiser/event:
 - Make registration process simple
 - o Include registration information on promotional materials

SAMPLE SOCIAL MEDIA POSTS:



FUNDRAISER/EVENT IDEAS

- "Thons": bowl-a-thon, walk-a-thon, read-a-thon
- Walking / running events
- Silent auction and dinner
- Concert / music event
- "Sales": yard sale, book sale, bake sale
- Golf / mini-golf tournament
- Three-on-three basketball tournament
- Poker / Euchre tournament

- Regatta
- Car wash
- Jail and bail
- Toonie drive
- Stair climb
- Quiz night
- Scavenger hunt
- Art / talent show
- Fashion show