



Melanoma Network of Canada
482 South Service Rd E, Unit 110 Oakville ON L6J 2X6
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APPLICATION AND STATEMENT OF INTENT FORM FOR THIRD PARTY FUNDRAISING EVENT ORGANIZERS

Any individual, organization or business wishing to conduct a fundraising event using Melanoma Network of Canada's name as a recipient of the proceeds must first complete this form.

A Third Party fundraiser is defined as an event which:

- Is initiated by an outside party and organized by an individual or group other than the permanent staff or regular volunteers of Melanoma Network of Canada (herein referred to as MNC).
- The event organizers are responsible for the promotion of the event
- Full or partial proceeds are designated to MNC
- MNC's name and/or logo are used to promote the event (based on prior approval from MNC)

Third-Party Event Organizers Contact Information

Primary Contact:
Organization (if applicable):
Address:
Telephone:
Fax:
E-mail Address:

Details of Third-Party Event (attach additional documentation as necessary)

Event name:
Event date and time:
Event Location:
Estimated number of attendees:
Describe the event and how revenue will be generated:

Budget Details (attach additional documentation as necessary)

Projected Gross Revenue: \$
Projected Expenses: \$
Projected Net Revenue: \$

Will all the net proceeds be donated to MNC?

Yes No If no, please specify details:

Are tax receipts to be issued? Yes No

If yes, explain to whom they will be issued and for what purpose.

Official Tax receipts will only be issued in accordance with Revenue Canada guidelines. Tax receipts for donations will not be issued without prior agreement and written approval from MNC. The final decision to issue receipts rests with MNC. Tax receipts can not be issued for funds raised through any form of gaming.

Is liquor to be served? Yes No

If yes, please ensure and provide proof that a liquor license has been obtained.

MNC accepts no responsibility for obtaining liquor licenses for third party events. Third party organizers must apply for such licenses and provide a copy to MNC prior to the event.

Is a gaming license required? Yes No

MNC is the only eligible party to apply for a gaming license. Gaming licenses require that MNC meet strict reporting guidelines and procedures. Full particulars for the activity must be strictly observed. MNC reserves the right to deny licensed gaming activities for this event.

Do you require MNC promotional materials (posters, brochures)? Yes No

Please provide details of types of materials and quantities required.

Will the MNC name and logo be used in event materials? Yes No

If yes, please describe where and how the MNC's name & registered logo will be used?

Will you be securing sponsors? Yes No

If yes, please provide names and contact info:

What are your expectations of MNC volunteers or personnel? Please include details of support required.

By signing below you acknowledge that:

- Associating the MNC name with your event must have prior approval.
- Any event associated with the MNC name must promote and maintain a positive image of MNC.
- Liability for the event is the sole responsibility of the third party event organizer. MNC is not responsible for obtaining third party insurance or special event insurance on behalf of the third party event.
- MNC will not be responsible for debts incurred by third party fundraising event organizers who use the MNC name.
- MNC will not be responsible for processing income and expenses related to this event.
- No materials bearing MNC's name and/or logo will be printed without pre-approval by MNC.
- All net proceeds from this event will be provided to MNC (unless previously noted herein).
- MNC has the right to withdraw its name and logo from affiliation with the event if MNC determines, at its sole discretion that the quality of the event is or will be injurious to MNC.

Third Party Event Chair / Organizer
(print name) (signature)

DATE

This third party event has been approved by Melanoma Network of Canada. Any changes in the nature or conduct of the event must be approved by Melanoma Network of Canada.

Melanoma Network of Canada Chair / Executive Director
(print name) (signature)

DATE