

## PROPOSED PROJECT:

Fundraising event on behalf of the Quebec Cancer Foundation

### 1. Project manager:

First name: \_\_\_\_\_ Family name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work phone no.: \_\_\_\_\_ Home phone no.: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Other members of the organizing committee:

### 2. This event is organized by:

An individual       A group       A company       An association

### 3. Project description:

Name of the project: \_\_\_\_\_

Please provide a brief description of your project:

How do you intend to raise funds through your project?

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_ Province : \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Anticipated number of participants: \_\_\_\_\_

#### 4. Budget allocated to the project

##### A. In the case of a project organized by a group, company or association, who will be responsible for the financial aspects of your project?

First name: \_\_\_\_\_ Family name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work phone no.: \_\_\_\_\_ Home phone no.: \_\_\_\_\_

Email: \_\_\_\_\_

##### B. Estimate of revenue and expenses

If you need more space, you can attach the budget for your activity on a separate sheet.

##### Anticipated gross revenue

Enter the amount of money you plan to raise.

Description	Estimated amount
Number of tickets sold: _____ Price of ticket: _____	
Food and beverages:	
Donations and sponsorships:	
Other forms of revenue (specify):	
<b>Total gross revenue</b>	

##### Expenses:

Indicate how much money you will have to spend.

Description	Estimated amount
Equipment rental	
Advertising (tickets, leaflets, posters, etc.)	
Food and beverages	
Other (specify):	
<b>Total expenditure</b>	
<b>Total net revenue</b>	

Will the profits from the activity be shared with another organization?  Yes  No

If so, which one: \_\_\_\_\_

Estimated amount to be donated to the Quebec Cancer Foundation: \_\_\_\_\_

## 5. Your needs

Check	Quebec Cancer Foundation material	Number required
<input type="checkbox"/>	Pamphlets	
<input type="checkbox"/>	Posters	
<input type="checkbox"/>	Bookmarks	
<input type="checkbox"/>	Money boxes	
<input type="checkbox"/>	Donation coupons	
<input type="checkbox"/>	Flag	1 only
<input type="checkbox"/>	Vinyl Banner	1 only

Please note that for the money boxes, the flag and the banner, you have to obtain this material directly from the Quebec Cancer Foundation's offices and return them within a week of your event.

Check	Quebec Cancer Foundation promotional items	Required number
<input type="checkbox"/>	Water Bottles (\$10)	
<input type="checkbox"/>	Lanyards (\$3)	
<input type="checkbox"/>	Pens (\$3 each)	
<input type="checkbox"/>	Lip Balm (\$3 each)	
<input type="checkbox"/>	Hand Sanitizer (\$3 each)	
<input type="checkbox"/>	Nail files (\$3 each)	
<input type="checkbox"/>	Protective sleeve for smart card (\$2 each)	
<input type="checkbox"/>	Electrostatic stickers (\$2 each)	

Please note that these promotional items must be paid for in advance at the Quebec Cancer Foundation at the price stated above, and must also be sold at that price.

Check	Other needs
<input type="checkbox"/>	I would like a representative from the Quebec Cancer Foundation to be present during my event to thank my guests for coming, and to talk about the Foundation's services.
<input type="checkbox"/>	I would like a photo to be taken with the giant check from the Quebec Cancer Foundation to announce the results of the event.

If you want a representative from the Quebec Cancer Foundation to attend your event, the request must be made at least one month before the date of your event. If there is no representative available at that time, or for any other reason, the Foundation reserves the right to refuse the request.

## 6. References

**Before authorizing this event**, the Quebec Cancer Foundation needs to contact someone who has known you for at least two years.

This person should be an employer, a responsible organization for which you have already volunteered, or the manager of a social club or a service club, etc. The person should not be a member of your family or one of your personal friends.

First name: \_\_\_\_\_ Family name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work phone no.: \_\_\_\_\_ Home phone no.: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

## 7. Agreement

- a) It is understood and agreed that all events must receive prior authorization from the Quebec Cancer Foundation. No event may take place without express authorization from an official representative of the Foundation.
- b) It is understood and agreed that any advertising for the event, whether via print media (newspapers, posters, promotional tools) or electronic media (radio, TV, Internet web, Facebook, Twitter) will be forwarded by the Regional Centre responsible for the event to the Quebec Cancer Foundation's Communications Department for approval.
- c) The Quebec Cancer Foundation will not advance any funds for the holding of the event and is not responsible for any commitments made by the person or persons in charge of the event.
- d) It is understood that any person or group of persons authorized to use the name of the Quebec Cancer Foundation has a moral obligation to be a trusted representative of the organization, to put the interests of the Quebec Cancer Foundation before their own interests, and to administer the assets for which they are responsible with due diligence.
- e) It is the organizer's responsibility to find the volunteers to assist him or her in the project.
- f) It is the organizer's responsibility to obtain the necessary permits for the project.
- g) The project manager commits to promoting the fundraising event entirely on his own. The Quebec Cancer Foundation cannot be involved in promoting the activity.
- h) The project manager must obtain the approval of the Quebec Cancer Foundation before seeking the support of any public personality as a spokesperson for the activity.  
Enquiries regarding the presence of the spokesperson for the Quebec Cancer Foundation, Bruno Pelletier, or of an image or photograph of the latter, should be addressed to the Communications Department for approval.
- i) The project manager undertakes to submit the profits from the project and a detailed report of the event within thirty (30) days of the event.
- j) Donors may be issued tax receipts equivalent to the net value of donations given in the context of the event. Full details of these donations must be submitted to the Quebec Cancer Foundation.
- k) The project manager and the organizing committee shall release the Quebec Cancer Foundation from all liability of any kind whatsoever with regard to the event and, if such case arises, shall assume responsibility for any legal proceedings resulting from the event.
- l) To avoid delay, please complete all the questions on this form before you sign it, and return it immediately. The Quebec Cancer Foundation reserves the right to refuse or defer its decision until it has received all the required information.

## 8. Official donation receipts

Official donation receipts for income tax purposes are issued based on very strict government legislation. When we issue an official donation receipt, we are required to deduct from the value of the gift the advantage received by a donor. In other words, when participants receive an advantage (e.g. a meal, participation in a golf tournament, a gift), the value of this advantage must be subtracted from the official donation receipt. In such cases, the Quebec Cancer Foundation calculates the amount of the receipt to be issued. Certain information will be required (amount given by participants, advantages received). The list of people who are entitled to a receipt will need to be signed by the event organizer.

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Project manager signature

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Date

## 9. Return the completed form to the Regional Center nearest you

### **Montreal Regional Centre and Lodge**

2075, rue Champlain  
Montreal (Quebec) H2L 2T1  
Tel.: 514 527-2194  
Toll-free: 1 877 336-4443  
Fax: 514 527-1943  
[cancerquebec.mtl@fqc.qc.ca](mailto:cancerquebec.mtl@fqc.qc.ca)

### **Quebec City Regional Centre**

190, rue Dorchester,  
Suite 50 Quebec City (Quebec) G1K 5Y9  
Tel.: 418 657-5334  
Toll-free: 1 800 363-0063  
Fax: 418 657-5921  
[cancerquebec.que@fqc.qc.ca](mailto:cancerquebec.que@fqc.qc.ca)

### **Estrie Regional Centre and Lodge**

3001, 12<sup>e</sup> Avenue Nord  
Sherbrooke (Quebec) J1H 5N4  
Tel.: 819 822-2125  
Fax: 819 822-1392  
[cancerquebec.she@fqc.qc.ca](mailto:cancerquebec.she@fqc.qc.ca)

### **Outaouais Regional Centre and Lodge**

Pavillon Michael J. McGivney  
555, boulevard de l'Hôpital  
Gatineau (Quebec) J8V 3T4  
Tel.: 819 561-2262  
Fax: 819 561-1727  
[cancerquebec.gat@fqc.qc.ca](mailto:cancerquebec.gat@fqc.qc.ca)

### **Mauricie Regional Centre and Lodge**

3110, rue Louis-Pasteur  
Trois-Rivières (Quebec) G8Z 4E3  
Tel.: 819 693-4242  
Fax: 819 693-4243  
[cancerquebec.trv@fqc.qc.ca](mailto:cancerquebec.trv@fqc.qc.ca)

## **For the use of the Quebec Cancer Foundation**

Project received on: \_\_\_\_\_

Project approved

Project refused

Remarks:

\_\_\_\_\_  
Signature of Quebec Cancer Foundation representative

\_\_\_\_\_  
Date