

Event Application Form for Fundraisers

We are grateful to the many individuals and groups who organize and coordinate fundraising events throughout the community and choose to donate their proceeds to Operation Eyesight Universal. These fundraising initiatives, no matter how large or small, are invaluable to the overall fundraising efforts of Operation Eyesight and help us support our mission to eliminate avoidable blindness.

The Philanthropy Department at our International Office works with the people, organizations and businesses that hold special fundraising initiatives to raise donations. Operation Eyesight's involvement must be clearly established and agreed upon in advance of the event.

For more information, please contact our Philanthropy Officer at **403-283-6323** or **1-800-585-8265**.

Agreement Form

We ask that you complete this application form and submit it to Operation Eyesight for approval *a minimum of 30 days prior* to your proposed fundraising event. **Your application must be approved by Operation Eyesight PRIOR to publicizing or holding an activity on our behalf.**

Contact Information

Name of Organizer(s): _____

Organization (if applicable): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Daytime Phone: _____ Email: _____

Twitter Handle (if applicable): _____ Fax: _____

Fundraising Event Information

Event/Activity Name: _____

Description: _____

Date & Time: _____

Location: _____

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Let's **See** what we can do together!

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Anticipated Attendance: _____

How will you raise funds? (ticket sales, donations, auction): _____

How will you promote your event?: _____

Does your organization plan to use Operation Eyesight's name in your printed material and in your publicity?

☐

YES

☐

NO

All materials featuring the name and/or logo of Operation Eyesight must be approved by Operation Eyesight PRIOR to publication.

Fundraising Resources

Operation Eyesight is pleased to support your fundraising initiative. You can find publications and fundraising tools on our website at: www.operationeyesight.com/events.

Agreement Signatures

By publicly naming Operation Eyesight as the beneficiary of my event, I agree to donate the full amount of the net proceeds raised on behalf of Operation Eyesight **within the year of which the funds were received.**

Operation Eyesight reserves the right to cancel this agreement at any time should the activities of _____ undermine Operation Eyesight's work and/or reputation. I agree and understand the terms and fine print (see Page 3) of this agreement.

Signature of Applicant

Date: _____

Print Name: _____

Operation Eyesight Approval

Date: _____

Print Name: _____

Submission

Your completed application can be submitted to:

Attn: Philanthropy Officer

Operation Eyesight Universal

Suite 200 - 4 Parkdale Crescent NW

Calgary, Alberta, Canada T2N 3T8

Fax: 403-270-1899 Phone: 403-283-6323 Toll-free: 1-800-585-8265

events@operationeyesight.com

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Thank you!

We recognize how much time and energy it takes to plan a successful fundraising event. We appreciate your support as we work together to eliminate avoidable blindness!

The Fine Print

Operation Eyesight is unable to solicit or guarantee media exposure at any third party initiatives. Given Operation Eyesight's other fundraising commitments, we are unable to provide staff, celebrities or professional athletes for your event, or provide publicity through newspapers, radio, TV coverage, etc. for promotion and ticket sales.

Operation Eyesight is unable to provide t-shirts, other organizational items or materials, prizes, banners or posters designed specifically for your initiative. We encourage you to download generic posters on our website. You can modify the posters to add details of your own fundraiser.

All promotional materials produced by event organizers must clearly state the percentage of proceeds that will benefit Operation Eyesight.

Operation Eyesight reserves the right to decline association with any event or organization for any reason, including its belief that such an association may have a negative effect on the credibility and/or reputation of our organization.

We do not sell or provide our donor lists to outside organizations for any purpose.

Operation Eyesight's insurance policy does not cover third party initiatives and therefore we recommend that outside groups/businesses/organizations obtain event insurance to mitigate any potential liability risks.

Fundraisers are responsible for ensuring that events are compliant with local governing bodies. **Operation Eyesight will not be held responsible or liable for third party fundraising activities.**

Tax Receipts, Sponsorship and Gifts in Kind

Tax receipts are not issued to event sponsors if there is advertising or promotion associated with the sponsorship. Fundraising organizers are responsible for seeking corporate sponsor support, with sponsor agreements and payments directed to the event. Operation Eyesight is not able to assist with securing sponsorships.

Operation Eyesight reserves the right to audit the financial records pertaining to your fundraising initiative, should you request income tax receipts. Should they be requested, tax receipts can be issued for an individual's cash contributions over \$20.00 if full names and addresses are provided to Operation Eyesight for each donated amount. **Please provide a TYPED (not handwritten) list.**

Tax receipts requested for gifts in kind will be handled on a case by case basis prior to the fundraising initiative.

Donations and Expenses

Fundraising organizers are responsible for all outstanding expenses related to marketing, promotional material, booking fees, mailings, venue, licences and other related event costs. Licenses for raffles, gaming, liquor and the like are the responsibility of the organizers.

Operation Eyesight is not responsible for any financial loss from the initiative and may withdraw support of the third party fundraising initiative should any activity be discovered that undermines our mission or reputation.

Operation Eyesight cannot make any investment, pay for, or reimburse any expenses incurred as a result of a third party fundraising initiative.

Within 30 days of the fundraising initiative, Operation Eyesight asks that you send in the net proceeds and provide all donor information as agreed between both parties prior to the event to the Philanthropy Officer, Calgary.