

Youth Empowerment & Support Services

Community Event Application Form



Thank you for offering to host a fundraising event on behalf of YES!

We are so grateful for your support and we could not "do what we do" without you! In order to help you put on the best event possible to raise funds for our organization, all events conducted by members of the community are subject to managerial approval and/or policies and procedures. This includes regular events for which you are designating us as beneficiary this one time, or new events you are creating for the purpose of assisting us.

Below you will find a short form with a few questions that we require community event organizers to fill out. If you have any further questions, please do not hesitate to ask!

Contact Information

Name of Individual/Organization: _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Phone: _____ Email: _____

Proposed Event

Event Name: _____ Date: _____

Time: _____ Location: _____ Fundraising Goal: _____

Expenses: _____ Expenses Covered by: _____ Net Revenue: _____

Is this a reoccurring event? One time Annual Ongoing

Private/Public Event: _____ Admission/Registration Fee: _____

What inspired you to raise funds for YES?

Event Details

Please provide some details about the event and how the funds will be raised:

How many people are anticipated to attend/ participate? _____

Will you be requiring volunteers at your fundraiser? Yes No

How will you be fundraising? Check all that apply:

Clothing Drive Cash Fundraiser Gift in Kind Donations

Food Drive Other: _____

Other Benefitting Charitable Organizations: _____

Promotional Information

If you would like promotion on our website, please include a detailed description and event graphic to post:

How will you be promoting this initiative? What materials will you be using?

Please list your event's social media handles and hashtags:

Facebook _____ Twitter _____

Instagram _____ Other: _____

Hashtags: _____

Guidelines and Conditions

- 1) A community fundraising event is an initiative that is organized and executed by a group independent of Youth Empowerment & Support Services (YESS).
- 2) A community fundraising event application must await approval from YESS prior to proceeding with the initiative.
- 3) By publicly naming YESS as a beneficiary of your event, you are required by law to donate the proceeds raised on our behalf.
- 4) The YESS name and logo are the sole property of YESS and can only be used with expressed written permission and within brand guidelines.
- 5) YESS cannot provide media support, nor can it guarantee media attendance at your event.
- 6) The applicant is responsible for any financial costs and no costs will be incurred by YESS.
- 7) The applicant is responsible for ensuring liability insurances are in place.
- 8) Tax receipting complies with Canada Revenue Agency and the YESS policies. Requests for tax receipts must be submitted within 30 days of event and are subject to approval. Please confirm with YESS that contributions are eligible for receipting prior to committing to donors and participants.
- 9) Please advise YESS of any schedule changes or cancellations.
- 10) The applicant is responsible for managing volunteers. Recruitment of volunteers is based on availability of resources and are never guaranteed. However, when feasible, applicants will be notified of events that have additional support.
- 11) The applicant is responsible for event advertising (ticket sales, press releases, flyers, etc.), creating a budget; all expenses incurred; event sponsorship and/or solicitation. YESS is not responsible for any financial losses incurred in conjunction with this fundraising initiative.
- 12) YESS does not support initiatives that pose a health hazard, solicit door-to-door, solicit through telemarketing or utilize vending machines.
- 13) Fundraising initiatives must be consistent with the beliefs, principles, mission and positive image of YESS.
- 14) YESS reserves the right to withdraw approval of an initiative, at any time, should it not comply with the values and fundraising guidelines of YESS, or differs, in any way, from the original fundraising application.
- 15) YESS does not trade, sell or exchange in any way databases or lists of biographical information and abides by the Freedom of Information and Protection of Privacy Act.

I agree to the above guidelines and application.

I agree to provide the collection of funds raised to YESS no later than 30 days post event.

Applicant Signature: _____ Date: _____