

Fundraising Event Authorization Form

Thank you for your support in raising funds for Oxfam Canada's work to alleviate poverty and injustice in the developing world. Please complete the following proposal and return it to your local Oxfam office or to the National Fundraising Office, 215 Spadina Ave, Studio 200, Toronto, ON M5T 2C7, Fax (416) 537-6435

Contact Information

Your Name _____
 Address _____
 City _____ Province _____ Postal code _____
 Tel. _____ Fax _____ E-mail _____

Organization/Group you represent _____

Address _____
 City _____ Province _____ Postal Code _____
 Tel. _____ E-mail _____

Event Information

Name of Proposed Event _____
 Date of Event _____ Time _____ AM/PM
 Location of Event _____ City/Town _____

Event Details

Briefly describe the event and how the funds will be raised.

Costs

Please provide us with a detailed budget, listing anticipated expenses (location/venue, food & beverage, printing, advertising, etc.) and other revenues (if any) for your event and attach to this proposal.

Event Payment

Expected Payment Date: mm/dd/yr _____
 Proposed Method of Payment (cheque, VISA) _____

NOTE All revenues should be forwarded to Oxfam Canada's National Fundraising Office within 30 days of the event.

Event Licence & Permits

You are responsible for obtaining all necessary licences and permits that are required for your event. Such permits must be in the name of the organizers and not Oxfam Canada.

Does your event require a liquor licence? Yes No
 Are any other permits required? (e.g. gaming, health, fire) Yes No
 What type of permit? _____

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Promotion of Event

How do you plan to publicize and promote your event?

Use of Oxfam Name & Logo

The Oxfam name and logo is a registered trademark and its use is restricted. All publicity used for the proposed event must be submitted to Oxfam Canada's National Fundraising Office for approval prior to being printed or released. Oxfam Canada has guidelines on the use of the Oxfam logo.

Please outline how Oxfam's name will be used in promoting your event.

Signature of Applicant

I accept responsibility on behalf of _____ (organization name) to ensure that all of the above information is accurate and agree to the following conditions:

- 1) I will consult with Oxfam Canada's National Fundraising Office to determine the most appropriate wording for promotional materials.
- 2) I will not undertake to represent Oxfam Canada in the solicitation of donations without the written approval of Oxfam Canada.
- 3) I accept full financial responsibility for the event and should it fail to make a profit, I and my organization are responsible for outstanding liabilities.
- 4) I accept full responsibility for any personal and legal liabilities.

Name (print) _____

Signature _____ Date _____

For office use only:

Approved by: _____ Date: _____

Oxfam Canada

National Fundraising Office
215 Spadina Ave, Studio 200
Toronto, ON M5T 2C7

Tel. 1-800-466-9326 (416) 535-2335
Fax (416) 537-6435 Email – fundraising@oxfam.ca