



**Canadian Mental  
Health Association**  
York and South Simcoe  
*Mental health for all*

**Yes! I would like to hold an event in support of CMHA York & South Simcoe**

**Contact Information:**

Business/Organization \_\_\_\_\_

Business Website \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone (cell) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Event Details:**

Title of Event \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

What is your fundraising goal? \$ \_\_\_\_\_

Expected number of participants? \_\_\_\_\_

How will you publicize this?  Posters  Newspaper  Social Media  Radio  
 Other \_\_\_\_\_

How will you raise funds for CMHA York & South Simcoe (check all that apply)  
 Admission Sales  Registrations  Donations  Gaming (raffles, 50/50 draws)  
 Silent/Live Auction  Merchandise Sales  Other \_\_\_\_\_

Do you need the CMHA logo to promote your event?  Yes  No

Do you need CMHA YRSS to provide a donations portal/QR code to receive and receipt donations from participants?  Yes  No

Do you want a representative of CMHA YRSS to attend your event? (Subject to availability)

Yes  No

*Please note CMHA YRSS representatives cannot purchase tickets or pay admission fees to attend events. Depending on the nature of the event, CMHA YRSS may request up to 2 tickets.*

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**Please review our community event fundraising guidelines (below), and return your signed application at least 6 weeks in advance of your proposed event.**

Thank you for considering **CMHA YORK REGION & SOUTH SIMCOE** as a beneficiary of your fundraising activities. Community event fundraisers are a very significant part of fundraising for CMHA YORK REGION & SOUTH SIMCOE.

Please review the following guidelines prior to submitting your application:

- A Community Event Fundraising Application should be submitted at least 6 weeks prior to the proposed fundraising activity. Approval from the CMHA YRSS Philanthropy Department must be received before any event promotion or advertising commences.
- Applications are required each year if your event is recurring.
- Permission must be received from CMHA YORK REGION & SOUTH SIMCOE to use our corporate name and/or logo in conjunction with community event fundraising activities. CMHA YORK REGION & SOUTH SIMCOE must approve all promotional material prior to distribution. We will provide our logo for approved promotional material if requested.

- It should be clearly stated in promotional material that the fundraising activities are “In Support of” or “Proceeds to” followed by “CMHA YORK REGION & SOUTH SIMCOE” or the CMHA YORK REGION & SOUTH SIMCOE logo. CMHA YORK REGION & SOUTH SIMCOE is not to be named as a sponsor or co-sponsor of a community fundraising event.
- CMHA YORK REGION & SOUTH SIMCOE encourages the organizer to issue press releases or to promote via social media in regards to their community fundraising event.
- The third party event organizer will be responsible for all costs related to the event and will handle all monies until the official donation is submitted to CMHA YORK REGION & SOUTH SIMCOE. Event expenses are to be deducted before sending proceeds to CMHA YORK REGION & SOUTH SIMCOE.
- CMHA YORK REGION & SOUTH SIMCOE shall incur no costs related to your event.
- CMHA YORK REGION & SOUTH SIMCOE will not obtain raffle/lottery/liquor or any other licenses on behalf of community events or their organizers, nor will CMHA YORK REGION & SOUTH SIMCOE provide its licenses or permits. The organizer should take the necessary steps to comply with all applicable laws and regulations and CMHA YORK REGION & SOUTH SIMCOE will not be held liable if the organizer is found to be in violation of any laws or regulations.
- The organizer is responsible for providing all the staff and volunteer support that is required for the fundraising activities.
- From time to time, CMHA YORK REGION & SOUTH SIMCOE may be able to provide a representative to attend the event at no cost to CMHA YORK REGION & SOUTH SIMCOE.
- CMHA YORK REGION & SOUTH SIMCOE does not assume any liability for injuries, damage or theft sustained during community events.

- CMHA YORK REGION & SOUTH SIMCOE provides charitable tax receipts in accordance with Canada Revenue Agency’s tax receipting guidelines. Generally, organizers of community events do not qualify for charitable tax receipts. Sponsors do not qualify for tax receipts. It is the organizer’s responsibility to confirm tax receipting guidelines with the Philanthropy Department prior to offering receipts of any kind to any individual, business or corporation.
- **The event organizer should deliver the proceeds from the community event within 30 days of the end of the fundraising activities.** Proceeds can be hand delivered or mailed to: CMHA YORK & SOUTH SIMCOE, c/o Catherine Matzig, Senior Director, Philanthropy, 1101 Nicholson Road, Unit 5, Newmarket, ON, L3Y 9C3. For your protection, **do not mail cash.**
- CMHA YORK REGION & SOUTH SIMCOE will ensure a representative is available if the organizer would like to have an official cheque presentation.
- CMHA YORK REGION & SOUTH SIMCOE reserves the right to obtain and use any photos or quotes from community fundraising activities.
- CMHA YORK REGION & SOUTH SIMCOE reserves the right to obtain a copy of all **vendor** applications submitted for events.
- CMHA YORK REGION & SOUTH SIMCOE reserves the right to deny any application for a fundraising activity that does not comply with our mandate or reflect positively on our organization.

I have read and understand CMHA YORK REGION & SOUTH SIMCOE’s Community Event Fundraising Guidelines and agree to comply with them.

Print Name \_\_\_\_\_

Signature of Organizer \_\_\_\_\_ Date \_\_\_\_\_

For any questions, please contact:

Vicky Hatzopoulos, at [vhatzopoulos@cmha-yr.on.ca](mailto:vhatzopoulos@cmha-yr.on.ca) or (289) 879-8644