

Re: Change for Children Participation in Fundraising Events

Dear Friends:

Thank you for wanting to organize a fundraising event to benefit Change for Children Association (CFCA). Fundraising partnerships are so very valuable to Change for Children and the success of our international projects and in-Canada programs- thank you for your commitment and initiative!

Our experience has taught us that it helps to clarify, from the beginning, the manner in which the Change for Children is able to participate in third party events. We ask you, first of all, to read the *Donation FAQ's* on our website and the *Third Party Fundraising Events Guidelines* thoroughly prior to signing this letter or undertaking your event.

These resources explain the language we would prefer that you use to promote the event. It makes it clear that you, the organizers, have chosen to donate the funds raised at the event to Change for Children (perhaps a particular project or in support of CFCA generally). It indicates that while the Change for Children is the chosen beneficiary of your event, it is not, in any way, "sponsoring" the event, a partner in the event, nor involved in the organizing of the event. While it is very much appreciated that so many individuals and organizations have stepped up to assist with fundraising, legal considerations underlie our need to clarify the relationship. For this reason, we ask you to send us all the material which you intend to produce for the event, which mention the Change for Children name, **prior** to printing or distribution.

We've also found it is important to clarify the manner in which donation receipts may be issued by Change for Children. Please read the 'Donations FAQ' section of the website thoroughly. Change for Children is able to provide receipts only in the circumstances outlined in those sections.

Kindly contact us at any time if you require any further information or assistance! We look forward to hearing about the success of your event and again, thank you most warmly for your assistance and commitment.

Please complete, date and sign the attached form and fax it to CFCA (780-448-1507) before you proceed with your event.

Warmly,

Shelaine Sparrow
Program Manager: Funds Development
Change for Children Association (CFCA)

Event Letter of Understanding Sign-off Sheet

I have read the document above and consulted the 'Third-Party Fundraising Event Guidelines' and 'Donation FAQ' section of the website. I understand and agree to these terms this ____day of _____, 200_.

Name (printed)

Signature

In addition to your signature above, please provide as much of the following information as possible (email address is particularly helpful!).

Event Information

Event Name: _____

Date of Event: _____

Location: _____

Contact Information

Full Name: _____

Phone: _____

Fax: _____

Email: _____

Street Address: _____

City, Province: _____

Postal Code: _____

Event Description:

The proceeds of this event are intended to support:

Change for Children – undesignated

Designated to a specific region or project: _____