



Dear Friends:

S4K Participation in Fundraising Events

Thank you so much for wanting to organize a fundraising event for vital aid to children and youth in crisis to benefit Sanctuary for Kids Foundation. (S4K)

We ask you to follow a few simple guidelines for promoting your event:

First, your promotional material must always make clear that Sanctuary for Kids is the beneficiary of the money raised at the fundraising event. We are never a sponsor or partner or organizer of the event itself. This is very important and, thus, we ask that you send us all of your promotional material prior to printing or distribution.

Second, use of the Sanctuary for Kids logo also requires our express consent.

Third, you can be as creative as you want in fundraising ideas, but we cannot sanction anything related to merchandise which is related to *Sanctuary* or another branded media form.

Please understand, we are honoured that you would like to give your time and energy to our organization and help us in this way. We are so grateful. Nonetheless, legal considerations prevent us from having you represented (in posters, or programs, or invitations) as “agents” or “representatives” or “co-sponsors” of S4K. This is why we must insist on these clarifications.

As a not-for-profit foundation we are not able to issue tax receipts for donations, should this question come up. Also, donors should rest assured that as part of the Privacy Act, we cannot release the names of anyone who has made a donation to S4K. This is only allowed if donors give us their express consent.

Given the global support of S4K, it is unlikely that representatives can attend your event. If you or the organizers of your event are happy to speak about Sanctuary for Kids, we encourage you to share information found on the website- but please make it clear to supporters that you are not speaking in an official capacity for S4K.

Finally, please complete, date and sign the attached form and fax/email it to Sanctuary for Kids admin@sanctuaryforkids.com. Thanks again!

Warmly,

Jill Bodie
Executive Director



Fundraising Event Letter of Understanding

I have read the "S4K Participation in Fundraising Events" document. In addition, I understand that Sanctuary for Kids cannot be held responsible for any damage or injury that could come to me or any participants of an event that I organize. I understand and agree to these terms, this _____ day of _____, in the year _____

Name (printed)	Signature
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In addition to your signature above, please provide as much of the following information as possible:

Event Information

Event Name: _____

Date of Event: _____

Location: _____

Contact information

Full Name: _____

Phone: _____

Email: _____

Address: _____

Event Description:

NOTE: Please ask donors to refer to your event on their online donations if they are making them individually. If you are pooling money, and would prefer to send us a cheque, please email us for the instructions & address.