



THIRD PARTY EVENT PROPOSAL FORM

Amnesty International must approve this proposal form prior to holding or publicizing event.

1.

Date Submitted:

Name:

Mailing Address:

Street:

City/Province:

Postal Code:

Telephone:

Fax:

Email:

Event Name:

Event Date:

Event location and address:

Name of venue:

Street:

City/Province:

Postal Code:

2. Please rank in order of importance to your event: *1. Most Important* *2. Important* *3. Least Important*
Fundraising ____ Public Awareness ____ Amnesty Member Recruitment ____

3. Please provide a brief description of the event and how the event will raise funds/awareness: pledges, ticket sales, product sales, sponsorship, auctions, etc. (please use separate sheet)

4. Do you require an Amnesty Representative to assist or speak at your event/action? (please mark) YES NO

5. What is the expected attendance/reach of your event? _____

6. Do you require Tax Receipts (please mark): YES NO

It is necessary to discuss receipting issues with Amnesty International in order to determine whether issuing a tax receipt is possible under the Canada Revenue Agency regulations.

7. Where do you hope to acquire support for your event?

8. Please tell us what you will require from Amnesty International:

Newsletter _____ Stickers _____ General Brochures _____
Posters _____ Petitions/Actions _____ Tattoos/Magnets _____
Video **_none available_** Amnesty Logo _____ Other _____

9. BUDGET

SOURCE	AMOUNT
1. Income	
Ticket Sales/Product Sales/Admission	\$ _____
Items Donated (Gifts-In-Kind)	\$ _____
Supplementary Fundraising (auction, cash bar...)	\$ _____
Sponsorship	\$ _____
Other	Subtotal 1: \$ _____
2. Expenses	
Location/Venue	\$ _____
Printing (pamphlets, tickets, posters)	\$ _____
Food/Beverage	\$ _____
Prizes	\$ _____
Advertising	\$ _____
Postage	\$ _____
Other	Subtotal 2: \$ _____
	\$ _____
Net Revenue to Amnesty (Subtotal 1 - Subtotal 2)=	

10. Please list a personal reference below if this is your first time conducting a fundraiser for Amnesty. A personal reference can be a teacher, Amnesty group leader, a professional contact or previous fundraising recipient organization and contact person.

Name: _____ Title: _____ Phone Number: (____) _____

Please Print Name of Personal Reference: _____ Date: _____

I agree Amnesty International Canada's name and logo are important symbols which should not be misrepresented. Prior to publicizing or holding the event/action an Amnesty International Representative must approve this proposal and use of name or logo. By publicly naming Amnesty International Canada as the beneficiary of my event, I agree to donate the full amount of the net proceeds raised within 30 days following the event. Amnesty International reserves the right to cancel this agreement at any time should the activities of _____ undermine respect for human rights or for Amnesty International's work and/or reputation.

Signature of Applicant: _____ **Date:** _____

Complete form and return to: **Amnesty International Canada, Attn: 3rd Party Event**

National Office
 312 Laurier Avenue E.
 Ottawa, ON K1N 1H9
 Fax: 613.746.2411
 Email: ja@amnesty.ca

Toronto Office
 14 Dundonald Street
 Toronto, Ontario M4Y 1K2
 Fax: 416.363.3103
 Email: cr@amnesty.ca

Pacific Regional Office
 490-319 W. Pender. St.
 Vancouver, BC V6B 1T4
 Fax: 604.294.5130
 Email: dw@amnesty.ca

** Please allow at least 10-12 business days for final approval of your proposal**

**THANK YOU FOR SUPPORTING
 HUMAN RIGHTS!**



Amnesty International use:
 Date Approved: _____ Approved by: _____



Amnesty International
Third Party Events
Terms and Conditions

Please read the following guidelines and sign below:

This is a third party fundraiser letter of agreement between Amnesty International Canada and _____.

- I. Amnesty International Canada will not pay any expenses incurred by the Third Party Special Event held by _____.
- II. Amnesty International Canada reserves the right to cancel this agreement at any time should the activities of _____, in the view of Amnesty, undermine respect for human rights of for Amnesty International's work.
- III. Any questions about tax receipting guidelines will be directed to Amnesty International.
- IV. Net funds raised from the third party event must be submitted to Amnesty International no later than 30 days after the event.
- V. Third party event organizers must take the proper precautions with regards to insurance and coverage. Amnesty International will not be responsible for any damages or injuries as a result of the third party event.
- VI. Amnesty International is not responsible for financial loss and may withdraw support of the third party event should any activity be discovered that undermines Amnesty International and human rights. This includes the approved use of the Amnesty logo. (use of Amnesty logo must be approved beforehand)
- VII. I have read and understand the above terms and conditions.

Name of Third Party Event contact: _____

Date Submitted: _____ Signature: _____

Name of Event : _____

Approved by (for Amnesty International use): _____

Complete form and return to: **Amnesty International Canada, Attn: 3rd Party Event:**

National Office
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Pacific Regional Office
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