



**Thank you for your interest in raising funds for
Canadian Mental Health Association, Vancouver-Fraser (CMHA-VF).**

We are honored to be the intended beneficiary of your event proceeds. The funds that you are so generously raising for our branch will assist us in the promotion of mental health and supporting the resilience and recovery of people experiencing mental illness.

Our Process

In order to support your success, we need to understand more about your event. In some cases, we may determine that CMHA-VF does not have the necessary resources or skills to provide the support you need.

In order to support your success, we need to understand more about your event and help assess what resources, skills, and/or support are needed to bring your fundraising to life!

Introducing our *Champions of Hope* Community-Led Fundraising Program





Canadian Mental
Health Association
Vancouver-Fraser
Mental health for all



Today's Date: _____ **Date of Event:** _____

Name of Event: _____

Venue Name & Address: _____

Main Event Contact: _____

Phone Number: _____ **Email:** _____

Mailing Address: _____

Event Details

What inspired you to hold this event in support of mental health?

Please provide a brief description of the fundraising event/promotion.

Vancouver Office
New West Office
Delta Office
Website

110 - 2425 Quebec Street, Vancouver, BC V5T
233 - 610 Sixth Street, New Westminster, BC V3L 3C2
4871 Delta Street, Delta, BC V4K 2T9
vf.cmha.bc.ca

Tel: 604-872-4902
Tel: 604-516-8080
Tel: 604-943-1878

Fax: 604-872-5934
Fax: 604-872-5934





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Potential sources of fundraising revenue (to the best of your ability).

Event component	Notes or description	Projected amount of revenue
Ticket sales		
Sponsorships		
Raffle		
Donations		
Silent/Live auction		
Peer-to-Peer fundraising		
Merchandise sales		
Services provided at a cost		

Describe the help you think you'll need from CMHA-VF before, during and after the event:

Activity	Notes or description
Online registration platform	
Sponsorships	
Raffle license	
Supply volunteers	
Speaker at event	
Social media support	
Other promotional support	
Other	

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Next Steps

1. Complete and sign this form and email it to: fundraising@cmha.bc.ca
2. Our team will review and determine approval based on our ability to meet your expectations for partnership. We may schedule a meeting to discuss.
3. We will forward necessary communications assets such as our logo and supporting statements.
4. We will provide you the instructions for giving us the necessary information to establish your campaign page.
5. We will communicate with you regularly to share registration numbers and/or funds raised, should you be using our software platform for your participants or donors.

Approvals

- By signing this agreement, I assert that my description of the event is accurate as of today's date and agree to the following:
- I have read and agree to the terms and conditions
- I indemnify and hold harmless the Canadian Mental Health Association, Vancouver-Fraser Branch (CMHA-VF), BC Division (CMHA BC) or National (CMHA), its officers, directors, and employees, from and against any and all claims, liabilities, costs, fines and expenses (including reasonable legal fees) arising out of any claims or suits, or threats of suits, which may be brought against CMHA, Vancouver-Fraser Branch, BC Division or National for any reason whatsoever in connection with the fundraiser, including, but not limited to, claims related to personal injury related to the fundraiser. The organizers' obligations hereunder shall survive the termination of this agreement.
- CMHA, Vancouver-Fraser Branch is not financially liable for the promotion and/or staging my event
- I give permission to CMHA, Vancouver-Fraser Branch to use the photographs and content, as submitted by me, in CMHA, Vancouver-Fraser's online and offline materials.
- I will collect name and contact information from event participants and gather their permission as required by law to share with CMHA-VF
- If applicable, I will provide CMHA-VF timely information required for reporting to BC Lotteries within their deadline.
- I agree to participate in a post meeting to evaluate the event and discuss possible opportunities for a future event with CMHA-VF.



Canadian Mental
Health Association
Vancouver-Fraser
Mental health for all



Organiser Name

Signature

Date

Based on information provided by the organizer(s), CHMA, Vancouver-Fraser is pleased to approve this as a partnership event. We are grateful for this support. By signing this agreement, I assert that CMHA-VF will support this event to the best of our ability and as discussed with the organizer and detailed in an attachment.

CMHA-VF Representative

Signature

Date

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Terms and Conditions

If your event is approved, CMHA-VF provides services to help you reach your fundraising goals, including:

Promotional support

- Third party organizers may use the CMHA, Vancouver-Fraser Branch's "**Proud Supporter**" logo, with prior written approval by CMHA-VF.
- All marketing and promotional materials using the CMHA-VF brand must be reviewed and approved prior to distribution (including, but not limited to, social media, brochures, press releases, flyers, and advertising).
- CMHA-VF will provide you with information about programs as appropriate and short impact statements describing the impact of a donation to help your communications.
- We will boost your promotions on our website, social media, and through scheduled communications with our supporters.

Event/campaign landing page

- CMHA, Vancouver-Fraser will set up and maintain an online campaign page for you that is easy and efficient for your audience to purchase tickets or make additional donations.
- A registration link on the campaign page team activities peer-to-peer fundraising.
- Anyone who donates on-line donation will receive an immediate digital tax receipt.
- CMHA-VF will issue manual tax receipts for cheques or credit card donations made **directly** to CMHA, Vancouver-Fraser for a minimum of \$20.00.
- Registrants will be given the chance to consent to be contacted by CMHA-VF

Sponsorship support

- CMHA-VF will recognize sponsors in keeping with our established recognition levels.
- In some circumstances, we may be able to approach sponsors on your behalf, or make introductions to prospective sponsors.

Volunteers

We cannot guarantee the availability of suitable volunteers for your event, but will recruit using our best efforts.

Limitations

Excluded Events

CMHA, Vancouver-Fraser Branch does **not** permit the following types of fundraising by community partners:

- Events that encourage/involve behaviour or a public image counter to the CMHA mission and/or values
- Programs or events specifically featuring or supporting cannabis
- Programs that raise money on commission
- Events involving the promotion or support of a political party or candidate, or those which appear to endorse a political activity
- Direct solicitation, including, but not limited to, door-to-door canvassing, telephone, or digital fundraising
- Events situated in venues that do not reflect the values of CMHA-VF
- Events organized by groups espousing values discriminating against any group of persons on any basis

Financial and liability

- While we prefer that event expenses not flow through CMHA-VF, in some cases this may be necessary. However, liability for all vendor contracts rest with the organizer.
- If CMHA-VF has agreed to pay event expenses out of registration/ticket sales, we must be consulted prior to confirming those costs with vendors
- Only CMHA-VF is permitted to establish the level of receipt available to an event participant and a sponsor's eligibility for a receipt

Gaming

- All games-of-chance require a raffle licence. CMHA-VF has the sole responsibility of applying for gaming licences for events, and will be responsible for the application fees and reporting back to government.
- The organizer agrees to provide the necessary information as requested by CMHA-VF to enable timely and accurate reporting to BC Lotteries

Communications

- CMHA, Vancouver-Fraser's name is **not** permitted on any product packaging
- CMHA-VF must provide the descriptions of its programs and these may not be embellished
- If you wish to use images, names, and details about individual program participants, permission must be obtained in advance