



# Fundraising Proposal Form

Thank you for your interest in organizing an event to support the Tim Horton Children's Foundation. Please take the time to complete the following application form. Your proposal will be reviewed and a Tim Horton Children's Foundation representative will contact you within 5 business days.

## GENERAL INFORMATION

Event Organizer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

How did you hear about the Foundation?

Camp Day     Restaurant     Other Event     Website     Other: \_\_\_\_\_

Have you previously hosted a fundraising event for the Tim Horton Children's Foundation?

Yes     No

If yes, please provide details (e.g. type of event and date) \_\_\_\_\_

---

## PROPOSED EVENT DETAILS

Name of event: \_\_\_\_\_

Proposed date of event: \_\_\_\_\_ Duration: \_\_\_\_\_

Event Location: \_\_\_\_\_

Brief description of event/how funds will be raised: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What media will be involved, if any? \_\_\_\_\_

Will the event be open to the public?  Yes     No

Target Audience: \_\_\_\_\_

What is the expected number of attendees? \_\_\_\_\_

What is your financial goal for the event? \_\_\_\_\_

Are there other goals you are hoping to achieve (e.g. awareness, engagement, etc.)? Please describe:

\_\_\_\_\_

\_\_\_\_\_

## TIM HORTON CHILDREN'S FOUNDATION – SUPPORT

What support items are being requested of the Tim Horton Children's Foundation?

- |  |  |
|--|--|
| <input type="checkbox"/> Print Materials (Brochures/Reports) | <input type="checkbox"/> Logo Items (balloons, pins, stickers, etc.) |
| <input type="checkbox"/> Letter of Support                   | <input type="checkbox"/> THCF Representative                         |
| <input type="checkbox"/> Pledge Forms                        | <input type="checkbox"/> Other _____                                 |

If you are looking for a Tim Horton Children's Foundation representative to attend the fundraising event, please describe the role the representative will play.

---

---

**The Tim Horton Children's Foundation is a registered charity and understands that some of the organizations that support us request to use our name and/or logo in their fundraising or publicity efforts. We ask that any use of our name or logo be pre-approved by the Tim Horton Children's Foundation. Please submit all materials for review by email to: [events@thcf.com](mailto:events@thcf.com)**

### I understand that:

- It is my responsibility to communicate to the event audience that Tim Horton Children's Foundation is the beneficiary of the event and is not the event organizer.
- All promotional materials for the event must be submitted for approval to the THCF office before being printed or released to the public.
- It is my responsibility to obtain all necessary permits, licenses and insurance for the event.
- THCF will not assume any legal or financial liability at a third-party community event and is not responsible for any damage, accidents to persons or property at such an event.
- THCF will retain the right to review the financial statements and internal controls of the event prior to issuing tax receipts and at the request of our auditors.
- All funds must be submitted to THCF within 60 days of the event.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Please forward this completed form for approval to:

Tim Horton Children's Foundation  
Community and Special Events Team  
RR#2, 264 Glen Morris Road E.  
St. George, ON N0E 1N0  
Tel: (519) 448-1248 Fax: (519) 448-1415  
E-mail: [events@thcf.com](mailto:events@thcf.com)