Answering T.T.P.
Thrombotic Thrombocytopenic Purpura Foundation

22 Prince George Dr.
Toronto, ON M9A 1Y1
416 792 4656
Contact@AnsweringTTP.org
www.AnsweringTTP.org

FUNDRAISER EVENT PROPOSAL FORM

This Proposal Form should be used when organizing a fundraising EVENT that is a "one-time" or annual EVENT that takes place (1) one day or consecutive days (a weekend), i.e. a concert, a car wash, a murder mystery or dinner party, etc.

Thank you for your supporting Answering TTP Thrombotic Thrombocytopenic Purpura Foundation ("the Foundation").

Please fill out our Events form below. We require Event organizers to register their Events with the foundation to enable us to provide the appropriate support and to ensure the community is aware of the Events that officially support the Foundation.

Please complete and submit the Event Proposal Form to the Foundation at least one month prior to the Event date. All Event applications must be approved prior to promoting or executing any third party Event. Each Event proposal will be reviewed within one week of receiving the form. Event organizers will be required to sign the Event Guidelines Form prior to the approval of their Event.

Answering TTP Foundation is not able to accept funds raised from Texas Hold'Em Poker Events as this activity cannot be licensed by the Ontario Alcohol & Gaming Commission. Other social gaming activities require significant lead-time and fundraising revenue to warrant consideration by the Foundation

Answering TTP Foundation can provide the following support:

- **Offer advice on event planning**
- **Provide a letter of support to validate the authenticity of the Event**
- **Have staff or volunteers, when possible, attend the Event and/or accept a cheque presentation**
- **Promote your Event on the Events section of the Foundation website and provide a link to your website**
- **Approve the copy for promotional materials. Please note: you must obtain permissions from the Special Events Coordinator to use our name and logo**
- **Promote your event to the Answering TTP community**
- **Provide a local media list for press releases and advertising**
- **Provide tax receipts in accordance to Canada Revenue Agency (CRA) guidelines for cash donations made directly to the Foundation (or substantiated with a letter from the Organizer) for which no benefit was received**

What Answering TTP foundation cannot do:

- **Fund or reimburse any expenses, unless previously approved in writing by the Executive Director and related directly to the event**
- **Provide charitable receipt for gift-in-kind expenses related to the Event, unless previously approved in writing by the Executive Director and related directly to the event**
- **Share our mailing list of donors or volunteers**
- **Guarantee staff or volunteer support and/or attendance at your Event**
- **Provide applications for gaming licenses, permits, insurance**
- **Provide prizes, auction items, awards**

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Step 1. Organizer Information

Company/Organization Name (if applicable) _____

Contact Name _____

Address _____
Unit Street # Street Name

_____
City Province Postal Code

Telephone _____ Fax _____

Email _____

Step 2. Event Details

Event Name _____

Date _____ Time _____

Event Location Name (if applicable) _____

Address _____
Unit Street # Street Name

_____
City Province Postal Code

Telephone _____ Fax _____

Step 3. Questionnaire

Please provide a brief description of the Event (is it a Golf event, Gala, Dinner, Dance, etc..), and how funds will be raised.

What inspired you to do this Event?

Will the Foundation's name be used in the promotion of this Event? Yes / No

If yes, please explain how. Note that copies of all promotional materials must be approved by the Answering TTP Foundation.

Who is the intended audience?

What is the expected number of attendees?

Are there any sponsorship opportunities? Yes No

If so, please explain how you plan to recognize sponsors?

How are you planning to promote your event?

Will you be promoting your event online? Yes No

If yes, would you like your event to be listed on our website? Yes No
Event website Address: http://_____

Do you expect to involve the media? Yes No

Expected Date monies will be received by Answering TTP Foundation: _____

Are there any other charities receiving funds from this event/fundraiser? Yes No
If yes, what percentage will Answering TTP Foundation receive? _____%
Does this event require tax receipts? Yes No

Step 4. Proposed Draft Budget

Expected Revenue	$
Ticket Purchase	$
Sponsorship	$
Silent Auction	$
Live Auction	$
Cash Donations	$
Other	$
Total Revenue (A)	$
Expected Expenses	$
Location/Venue	$
Food/Beverage	$
Printing (tickets, posters, invitations etc.)	$
Prizes/Awards	$
Advertising/Promotion	$
Licensing Fees	$
Other	$
Total Expenses (B)	$
Expected Net Revenue (A-B)	$

Step 5. Conditions & Signatures

By submitting this application, I am requesting that Answering TTP Foundation review and approve the Event.

I understand that if approved, I will be receiving a copy of Answering TTP Foundation Event Guidelines which I will be required to sign and will be binding on me as the Event organizer.

These Guidelines include the following major topics:

- **Use of Answering TTP Foundation's name and logo in any Event publicity and materials.**
- **Answering TTP Foundation support to the Event organizer(s).**
- **Net Revenues from the Event to be received by Answering TTP Foundation within 30 days of the Event.**
- **Event Financial Summary to be submitted showing all revenues and expenses.**
- **Charitable tax receipts issued in accordance with Canada Revenue Agency (CRA) regulations.**

Please note that Answering TTP Foundation is committed to adhering to the requirements of the Federal privacy legislation (PIPEDA) and expects that these requirements be adhered to by the fundraising Event organizer(s) and associated volunteers.

Signature of Applicant _____ Today's Date: _____

Signature of Answering TTP official _____ Today's Date: _____

Step 6. Submission

Submit this form either by,

A. Email: Print, complete, scan and email to Contact@AnsweringTTP.org

B. Post: Print, complete and mail form to

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For further information, please contact us at 416-792-4656 or by email Contact@AnsweringTTP.org.

THANK YOU FOR YOUR SUPPORT!