



The Cedarbrook Society
5657, 15th Side Road, Milton, ON L9T 2X7

T – 905.878.7673 ● F – 905.878.9886

E – info@darlinghomeforkids.ca

www.darlinghomeforkids.ca

Toll free – 1.877.406.7673

Charitable Registration No. 88852 4840 RR0001

Third Party Fundraising Proposal Package

Thank you for considering The Darling Home for Kids as a beneficiary of your fundraising activities. The Darling Home for Kids appreciates your efforts to help us continue providing paediatric hospice care and respite services to families, within Ontario communities, who have children with life limiting or life threatening illness, requiring complex and technology dependent care.

The following tools and templates have been developed to assist you in organizing your event, and how we can support you in achieving your fundraising goals.

This packet also contains the following information:

1. A copy of The Darling Home for Kids Guidelines for Third Party fundraising activities. Please review these policies and procedures carefully.
2. A Third Party Event Form. This form should be completed and returned to the office as soon as possible.

We are committed to helping you succeed in your fundraising efforts and look forward to working with you as you plan your event. Please call us with any questions you may have. Please don't forget to register your event by filling out the Third Party Event Form.

Sincerely,

The Darling Home for Kids



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EVENT IDEAS

A-thons:

Walk, skip, read, bike, dance, knit, swim, bowl, skate, aerobics

Auctions:

Donated goods, furniture, hand made goods, quilts, services, catered meals

Galas:

Black tie dinner, concert, garden tour, homes tour, art show, performance of a play, BBQ beach party, boat cruise, costume dinner dance, dress rehearsal performance, food fair, gala premiere, dance, celebrity luncheon, talent show

Sporting Events and Tournaments:

Baseball game, football game, golf tournament, tennis tournament, fishing derby, pool/billiards/darts tournament, soccer tournament

Other Ideas:

Garage Sale

Bake Sale

Head Shaving

Loonie/Twoonie Drive

Car Wash/Pet Wash

Arts and Crafts sale/show

Carnival

: eg., dress up, make lunch for the team, etc.

Dinner Dance

Holiday Celebration

Theatre Event

Theme Party

“Grub”/ “Dress Down” Day

Raise a set \$ amount to make your boss/principal do something



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GUIDELINES FOR THIRD PARTY FUNDRAISERS

1. No party may use The Darling Home for Kids name or logo or otherwise indicate to the public that an event is being held for the benefit of The Darling Home for Kids without the prior written consent from the Fundraising and Administrative Assistant.
2. The official logo of The Darling Home for Kids should be appropriately used in conjunction with such an event and may not be altered in any way. Any use of The Darling Home for Kids logo must adhere to established graphic standards.
3. The Darling Home for Kids must review and approve all promotional materials including, but not limited to, advertising, letters, brochures, flyers and press releases prior to production or distribution. All promotional materials must clearly state the percentage of proceeds and/or the portion of the ticket price that will benefit The Darling Home for Kids.
4. Organizer(s) should establish a timetable and action plan a minimum of three months prior to the event, which will enable The Darling Home for Kids to promote the event when given sufficient lead time.
5. The Darling Home for Kids office can provide brochures, pamphlets and other informational materials, promoting and explaining The Darling Home for Kids, its goals and accomplishments. Advance notice is needed regarding the quantities needed for the event.
6. The Darling Home for Kids can provide a representative to speak at the event on behalf of the organization at the request of the organizer. Advance notice is required.
7. Organizer/sponsors are responsible for obtaining all permits – especially those for raffles/games of chance. For more information about permit applications, please contact Jennifer at 905-878-7673 x 4.
8. Organizer/sponsors must obtain their own liability insurance to cover the event, if applicable.



THIRD PARTY EVENT FORM

We are thrilled that you have chosen to raise funds for The Darling Home for Kids and we are eager to support you in planning your event. You are an important part of the fundraising team. Your time and effort will benefit care of the children at The Darling Home for Kids. Thank you for helping make this possible! Should you have any questions about this form or wish to discuss your event, please contact Jennifer Young, Development Coordinator by phone at 905.878.7673 ext. 4 or by email to jennifer@darlinghomeforkids.ca.

Reminder...

1. Third Party Event Forms must be completed in full and returned to The Darling Home for Kids at least two weeks prior to your event.
 2. All lotteries/raffles/draws must have a Lottery License. Please provide the Lottery License Number prior to your event.
 3. The Darling Home for Kids must approve all event/promotional materials including the use of our logo/name prior to print production.
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Event Contact Information:

Company Name: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Event Information:

Event Name: _____

Event Date: _____

Event Location: _____

Event Description: _____

Event Proceeds Goal: _____

List of other charities involved: _____

% proceeds to DHK _____

Event Special Guests: _____

What Inspired You to Host This Event in Support DHK?

How Can We Help To Ensure the Success of Your Event?

Please send me a banner

I would like someone from your organization to come and speak at my event

Please send me print materials to distribute to attendees (Newsletters, Brochures, etc)

Quantity Required

(Please allow two weeks for delivery)

Other _____

Comments:

I/we acknowledge receipt of The Darling Home for Kids Guidelines for Third Party Fundraisers and agree to comply with all provisions in organizing and holding our fundraising event.

Date

Signature of Responsible Party

Date

Signature of Responsible Party

Return completed forms to:
The Darling Home for Kids
5657, 15th Side Road Milton, ON L9T 2X7
Fax: (905) 878-9886 Email: jennifer@darlinghomeforkids.ca

Internal Office Use:

Date Received: _____

Date Contacted: _____

DHK Team Member: _____