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FUNDRAISING GUIDELINES

Parkinson Society Southwestern Ontario wishes to thank all of the generous people who volunteer to raise funds for Parkinson's. Our purpose is to ease the burden and find a cure through support services, education, advocacy and research.

Our work could not be accomplished without the continued commitment of the many wonderful people who raise money to support our cause. These guidelines are designed to help you get started.

- Advance planning is essential to a successful event. Complete and return the attached documents at least one month prior to the event. Major fundraising events require additional planning.
- Your fundraiser is independent from Parkinson Society Southwestern Ontario. Neither you nor the organizers may act as representatives of Parkinson Society Southwestern Ontario.
- The name of your event should be the prominent feature on all event literature and promotional materials. Use of the Parkinson Society Southwestern Ontario's name and logo can only be in the secondary context of 'a fundraising event to benefit Parkinson Society Southwestern Ontario.'
- The event organizer/sponsor is responsible for underwriting 100% of the cost of producing the event.
- The event organizer/sponsor is responsible for filing all necessary permits, for providing insurance coverage, if required, and accepts all liabilities incurred from the event.
- The event organizer/sponsor is responsible for obtaining appropriate licenses (e.g., raffles, casinos, etc).
- Tax receipts can be provided for cash donations of \$20 or more. We provide tax receipts in accordance with Canada Revenue Agency guidelines. Please direct any questions to Parkinson Society Southwestern Ontario.
- All contributions must be obtained through legal means and be submitted within 30 days after the event. Make all cheques payable to **Parkinson Society Southwestern Ontario**.

I have read, I understand, and I agree to abide by these fundraising guidelines of Parkinson Society Southwestern Ontario. Parkinson Society Southwestern Ontario retains the right to withdraw its approval of and participation in an event if the above guidelines are not strictly followed.

Contact Name: _____ Event Name: _____

Signature of Organizer: _____ Date: _____

Signature of Guardian (if organizer is under the age of 18): _____