



Supported by the Child Development
Foundation of British Columbia

Third Party Events Registration

To register your special event or program to benefit the Child Development Foundation of British Columbia, please submit this completed form to the Foundation Office.

Child Development Foundation of British Columbia
#170B – 7881 128th Street
Surrey BC
V3W 4E7
Charitable Registration No. 133210229 RR0001

Or by fax: (604) 591-5906

If you have any questions concerning this application please call Judy or Shelby at (604) 591-5903 or by email judy@cdfbc.ca or shelby@cdfbc.ca

Organizer's Contact Information

Name of Contact Person _____

Name of Organization _____

Mailing Address _____

City _____ Postal Code _____

Business Phone _____ Ext _____

Home Phone _____ Fax Number _____

Email Address _____

Please select the category that best describes your organization:

Corporation Individual School Community Service Club Other



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Event Information

Name of Event _____

Is this a one-time, ongoing or annual event? _____

Date of Event _____ Time of Event _____

Location of Event _____

Who is the audience this event is targeted at?

Please describe the event and how the funds will be raised?



Proposed Budget

Event proceeds to cover cost of all expenses and are to be paid directly by event organizer.

Projected Expenses

Location/Facility (including insurance)	\$ _____	Food/Beverage	\$ _____
Printing (tickets, posters)	\$ _____	Advertising	\$ _____
Other Expenses	\$ _____		
Total Expenses	\$ _____		

Projected Revenue

Ticket Sales	\$ _____	Raffle	\$ _____
Auction	\$ _____	Food Sales	\$ _____
Beverage Sales	\$ _____	Other Revenue	\$ _____
Total Revenue	\$ _____		

Expected Gross Revenue for the Child Development Foundation of British Columbia

\$ _____

According to regulations set out by the Canada Revenue Agency, donations collected at fundraising events may not be used to offset event expenses.



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Tax Receipt Information

Tax receipts will only be issued for donations of \$10.00 or more unless otherwise specified.

In order to issue tax receipts, the event organizer must provide the Child Development Foundation of British Columbia with the donor's complete name, address and donation information.

According to Canada Customs and Revenue Agency (CCRA) Guidelines, the amount given to a charity is a receiptable gift unless there is a benefit received by the person making the gift.

Example: Tickets are sold at a dinner for \$100 each, and the value of the food received is \$40, a tax receipt can be issued for \$60.

Public Relations Information

Please briefly describe the proposed publicity for the event

Will there be promotional materials for the event, such as flyers and posters? yes no

If yes, when and where will they be distributed?

Will the Child Development Foundation of British Columbia name and logo appear on print materials and in publicity? yes no

If yes, please note the Child Development Foundation of British Columbia must approve the logo usage, and sign off on final printing proofs.

Do you require any event promotion or support items, such as the Child Development Foundation of British Columbia logo, a representative to speak on our behalf or a press release?
