

CDF's Event Agreement Form: Please fill out the attached liability waiver and send it in to CDF a minimum of 30 days before your event.

Co-operative Development Foundation of Canada (CDF) Fundraising Event –Letter of Agreement

This is a CDF Fundraising Event letter of agreement between the Co-operative Development Foundation of Canada (CDF) and _____ of _____ (city).

Event Support

- CDF will not pay any expenses incurred by your Event.
- CDF reserves the right to cancel this agreement at any time should the activities of an event holder counter the mission and values of CDF or the Canadian Co-operative Association (CCA).
- Net funds (not gross) raised from your event must be submitted to CDF no later than 30 days after the event.
- CDF's insurance does not cover your events.
- CDF will not accept money from any event or promotion where the primary source of income or central activity is deemed unethical by CDF staff.
- CDF will send a thank-you letter and, when requested, an income tax receipt to all donors that have made a minimum donation of \$10. In order to process a tax receipt, CDF requires all of the personal contact information for each donor:
 - Legal name,
 - Full mailing address
 - Phone number
 - Email address
 - Amount donated
 - Method of payment (cash, cheque, credit card)

Charitable status and Tax Receipts:

- CDF is a registered charity in Canada: **11887 5517 RR0001**.
- Charitable status allows CDF to issue income tax receipts to donors. As a charity, CDF follows Canada's Revenue Agency (CRA) Charitable Guidelines.
- Minutes from Board of Directors meetings are read and all bank statements are examined. CDF is accountable for every cent that goes in and out of the organization.
- In order to issue a tax receipt, CDF will require complete contact information from each donor of \$10 or more.



- In order to receive a tax receipt, all checks must be made out must be made out to the *Co-operative Development Foundation of Canada (CDF)*. These should be sent to the attention of CDF Fundraising Officer at:

The Co-operative Development Foundation of Canada (CDF)
275 Bank Street, Suite 400
Ottawa, ON K2P 2L6

- CDF keeps records of money raised by your particular group and the purpose of the donation.
- CDF will not accept money from any event or promotion where the primary source of income or central activity is deemed unethical by CDF staff.
- Any questions about tax receipting guidelines must be referred directly to CDF.

CDF Approval Requirements:

- All marketing and publicity materials used in your party event must be approved by CDF prior to use. This includes the CDF logo and language about CDF.
- If applicable, all promotional materials must clearly state the percentage of proceeds that will benefit CDF.
- If I am approaching any businesses, clubs or organizations to help offset the financial costs of my event, I will show the prospect list to CDF first in order to ensure that the same organizations are not contacted too frequently.

I have read and understand the above terms and conditions and submit this agreement 30 days before the event.

Event Details - Please fill provide us with information about your event

Name of CDV Event contact:

Date(s) of Event:

Name of Event:

Description of Event:

Date submitted:

Signature:

Approved by (for CDF use):

Date approved:

Submit 30 days before event: Sarah Richardson, CDF Fundraising Officer

sarah.richardson@coopscanada.coop