



Volunteer / Third Party Fundraising – Initial Contact Form

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www.harvestproject.org info@harvestproject.org

Event Information

Name of Proposed
Fundraising Event: _____

Start Date of
Proposed Event: _____

Location of
Proposed Event: _____

Name of Sponsoring
Organization: _____

Organizational Information

Name of Primary Contact: _____

Phone #: _____ Fax #: _____ Cell #: _____

E-Mail Address: _____

Name of Secondary Contact: _____

Phone #: _____ Fax #: _____ Cell #: _____

Organization's Address:

(City) (Province) (Postal Code)

Description of Event: _____

Background Information

How did you hear about Harvest Project? _____

Describe your fundraising event? _____

Please provide a brief description of your organization, purpose, size, how long in existence, etc. Include any information you feel will be helpful.

Other comments: _____

Please indicate with a check mark what best describes how the funds will be raised:

- 100% of Net Proceeds of the Event
(i.e. total revenues less actual out-of-pocket costs incurred)
- A guaranteed minimum amount of \$ _____.

Policy for using the Harvest Project Logo

Only fundraising events and activities endorsed by Harvest Project are entitled to use the Harvest Project logo for the specific promotion of an event or fundraising activity. Upon request, the Community Engagement Coordinator at Harvest Project can forward an approved electronic version of the Harvest Project logo for placement on posters, flyers, ad mats, banners or other printed matter for the sole promotion of the event. In addition, a third-party fundraiser may borrow other types of Harvest Project promotional items that are available such as banners, coin boxes, food collection boxes, brochures, or signage. Third-party fundraisers must adhere to this policy to retain the quality and integrity of the Harvest Project logo and the organization.

Media Relations Policy for Fundraising Events

You are welcome to respond to media inquiries regarding your fundraising event/activity. However, for all media inquiries regarding Harvest Project, we kindly ask you to follow our Media Relations Policy. As per the Media Relations Policy, our Development Officer is the designated contact person for Harvest Project for all media inquiries and the spokesperson in regard to all community relations and event publicity. Any inquiry regarding Harvest Project made by a member of the media to organizers of third-party events must be referred to the Development Officer. It is important that third party fundraisers adhere to this policy, to ensure that media inquiries are handled in a consistent and timely manner.

Right to Withdraw

Sponsoring Organization agrees that Harvest Project has the right to withdraw its name from affiliation with Sponsoring Organization or the Event if the Board of Directors of Harvest Project determines, in its sole discretion that the quality of the Event is or will be injurious to Harvest Project or the Marks. Harvest Project may at any time withdraw the right to use its name for fundraising or other purposes and the right to conduct fundraising and/or a fundraising event in its name and all such activities shall forth, will cease and be discontinued.

I agree to the above-mentioned conditions.

Signature: _____ Date: _____

Signature: _____ Date: _____