Jasmin Roy
Sophie Desmarais
FOUNDATION

555 René-Lévesque Blvd. West,
Suite 700,
Montreal, Quebec H2Z 1B1
Phone: 514-393-8772
Fax: (514) 393-9843

Application for Approval

for the Organization of a Third-Party Fundraising Activity

To submit a fundraising activity proposal, which will be analyzed by the Foundation, please print the following form and send it by mail, email or fax to:

Email: **info@fondationjasminroy.com** | Fax: **514-393-9843**

Should you have any questions or need more information, please call (514) 393-8772.

Thank you for your interest in our mission!

Organizer's Contact Information

First name _____ Last name _____

Address _____

City _____ Province _____ Postal code _____

Phone _____ Fax _____ Cell _____ Email _____

Activity Information

Title of activity _____ Type of activity _____

Place _____ Date _____ Time _____

Address _____

City _____ Province _____ Postal code _____

Target audience _____ Expected number of participants _____

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Activity Information (continued)

Description of the activity, including objectives and schedule.
You may include with this application any document that may help us assess your project.

Activity Financial Information

How will the funds be raised? E.g. ticket sales, voluntary donations, auction, sale of various articles, etc.

Expected gross proceeds

Expected cost

What % of profits will be donated to the Foundation?

Will other organizations benefit from this activity? If so, which ones?

Application submitted by (please print)

Signature

Date

Additional information/Comments

For administrative use only

Date received

Analyzed by

☐ Yes ☐ No
Approved

Comment

Reference number

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Moral Commitment Agreement

for the Organization of a Third-Party Fundraising Activity

Organizer's name

Title of activity | Type of activity

Place | Date | Time

Address

City | Province | Postal code

Phone | Fax | Email

_____ hereby agrees to:

- Read and initial the document entitled "Policy for the Organization of a Third-Party Fundraising Activity" and attach it as an appendix to this Agreement;
- Submit to the Foundation for approval any promotional material before printing and dissemination (e.g. programs, posters, brochures, website, advertising, etc.) and do not modify the Foundation's logo;
- Use the following wording for promoting the activity: "Title of activity" organized by "Organizer's name" for the benefit of the Jasmin Roy Foundation (e.g. Dinner show organized by ABC for the benefit of the Jasmin Roy Foundation);
- Acknowledge that the Foundation cannot be held liable for any financial loss incurred in carrying out the activity;
- Acknowledge that the Foundation cannot be held financially responsible for promoting the activity;
- Do not present yourself as an employee or authorized representative of the Jasmin Roy Foundation;
- Do not present the Jasmin Roy Foundation as the activity organizer, but rather as the recipient charity;
- Submit to the Foundation, within _____ days following the activity, the share of profits made;
- Submit to the Foundation, within _____ days following the activity, a detailed report on the results.

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Moral Commitment Agreement

for the Organization of a Third-Party Fundraising Activity

The Jasmin Roy Foundation agrees to provide:

- A letter confirming that the Jasmin Roy Foundation knows of and supports the activity and that it is being officially organized for the benefit of the Foundation;
- The Foundation's logo and/or any other available visual material that may be required.

In witness whereof, the parties have signed on_____in _____

_____ _____

Activity Organizer | Allain Basque, Project Manager, Jasmin Roy Foundation

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Policy

for the Organization of a Third-Party Fundraising Activity

The Jasmin Roy Foundation's mission is to fight discrimination, bullying and violence against elementary and secondary school children. Its goal is to promote a safe and healthy environment for students by supporting and organizing various initiatives that provide more effective intervention with victims, aggressors and witnesses.

To carry out our initiatives throughout Quebec, the Foundation organizes certain fundraising activities, but also relies on the support provided by third parties that organize activities. Since organizing such activities requires a great deal of work, this policy outlines the steps and guidelines to be followed to help you organize a fundraising activity for the benefit of the Jasmin Roy Foundation.

Purpose

The purpose of this policy is to outline the steps that organizers need to follow in order to organize a fundraising activity for the benefit of the Jasmin Roy Foundation, but also to ensure that the Foundation receives all relevant information in order to assess and approve the proposed activity. This will make it possible for the Foundation to exercise minimal control over the type of activity organized by third parties and to oversee the use of its name and logo.

Steps to be followed

1. Before beginning to organize the activity, fill out and submit to the Foundation an application for approval for the organization of a fund-raising activity.
2. Wait for the Foundation's team to assess the project.
3. After approval of the project, complete the Moral Commitment Agreement, which will be co-signed by the Foundation's executive director. This Agreement contains the conditions that must be respected during the preparation and organization of the activity.
4. Following the signing of the Agreement, you will receive a letter confirming that the Jasmin Roy Foundation knows of and supports the activity and that it is being officially organized for the benefit of the Foundation.
5. Under the terms of the Moral Commitment Agreement, after completing the activity, you must send a detailed report on the results to the Foundation.

_____

_____
Organizer's initials