

Guidelines for Organizing a Community Fundraiser

Official Logo Use Guidelines

Approval must be obtained prior to the use of the logo of the Support Our Troops yellow ribbon.

Tax Receipts

Donations to any of the funds are considered donations to the Crown. Tax receipts will be provided for amounts equal or more than \$10.00. If required, the applicant will be provided with a template to assist in collecting the required information.

Licenses, Permits, Insurance

The applicant is responsible for obtaining all licenses, permits and insurance policies for their event at their own cost. Canadian Forces Personnel and Family Support Services (CFPFSS) may request copies of these applications.

Participation on Event Day

The applicant understands that members from CFPFSS may not be available to participate on event day.

Promotion of the Event

CFPFSS cannot assist in the promotion or advertising of your event with the exception of adding the event to our Community Enthusiasm webpage.

Sponsorship

CFPFSS is not able to assist with the acquiring of sponsorships for your event nor are we able to provide you with a listing of our sponsors.

Event Cancellation

The applicant is responsible for advising CFPFSS if an event is cancelled.

Event Proceeds

Proceeds from the event will be submitted within 60 days of the event. Cheques are to be made out to one of the following:

Military Families Fund;

Soldier On Fund;

Hospital Comforts Fund; or

Support Our Troops Fund (if you would like to support all three funds).

Cheques should be mailed to 4210 Labelle Street, Ottawa, ON, K1A 0K2

Signature of Applicant_____

Date_____