



# Organizing a benefit event for future CPAs

<b>EVENT ORGANIZER</b>		
Name of the person in charge of the event		
Address		
City	Province	Postal code
Telephone numbers		
Email		
<b>YOU ARE ORGANIZING THIS EVENT AS</b>		
<input type="checkbox"/> An individual	<input type="checkbox"/> A company	<input type="checkbox"/> An association
Name of your company or association		
<b>INFORMATION ABOUT THE EVENT</b>		
Brief description		
Name of the event		
Scheduled date	Location	
Target audience	Estimated number of participants	
<b>BUDGET</b>		
<b>Revenue</b>	<b>\$</b>	
E.g.: ticket or item sales, donations, sponsorships, etc. (attach a document, if necessary)		
EXPECTED GROSS REVENUE		
		<b>\$</b>
<b>Expenses</b>	<b>\$</b>	
E.g.: rental fees, meals and beverages, service fees, free items offered, printing and advertising costs, permits, insurance, security, door prizes, etc. (attach a document, if necessary)		
ANTICIPATED EXPENSES		
		<b>\$</b>
EXPECTED NET REVENUE		
		<b>\$</b>
PORTION OF REVENUE THAT WOULD BE GIVEN TO THE FOUNDATION		
		<b>\$</b>



## STANDARDS AND RESTRICTIONS

- No nominally Foundation-associated event may take place without its consent. The organizer must ensure that the event does not harm the Foundation's reputation.
- All promotional material including the Foundation's name or logo must be preapproved by the Foundation. The Foundation's graphic standards guide must be followed.
- All expenses generated by the event must be paid from its revenue or by the organizers. The Foundation cannot assume any cost associated with the event or any responsibility for potentially resulting losses.
- The Foundation may not be held liable for any damages or legal actions that arise in connection with the event.
- The Foundation reserves the right to cancel the event if the established rules for using its name and logo are violated.
- Any request to issue tax receipts must be subject to an agreement between the Foundation and the event organizer.

## UNDERTAKING OF THE FOUNDATION

- Prepare, as needed, tax receipts for the net value of donations, on condition that the organizer has promptly provided it with the list of donors, including the following information: donor's name, full address, payment method and the eligible amount of the contribution or donation.
- Provide advice on organizing the benefit event without taking on a support role or responsibilities.
- Advertise the event on its website.

## UNDERTAKING OF THE ORGANIZER

- Take full responsibility for organizing the event (promotion, search for sponsors, door prizes, auction and other items, sale of tickets or items, search for and supervision of volunteers, etc.)
- Be informed of the laws and rules in force and comply with them (e.g. requesting a meeting permit, obtaining an insurance certificate, etc.)
- Advance the funds for the event's expenses.
- Agree to give the proceeds from the event to the Foundation within 45 days of the date on which the event is held.

## AGREEMENT

Both parties agree to fully comply with this agreement.

\_\_\_\_\_  
Signature of the organizer

\_\_\_\_\_  
Signature of the Foundation's representative

\_\_\_\_\_  
YYYY-MM-DD