

DMRF CANADA FUNDRAISING GUIDELINES AGREEMENT



Thank you for your interest in raising money for dystonia-specific research. The following guidelines have been developed as a tool to assist you with your project and clarify the assistance that the Foundation staff and volunteers can provide for you.

_____ agree(s) to:
(Name of individual or support group)

1. Comply with and be bound by the policies and standards of DMRF Canada and comply with all applicable Federal and Provincial laws.
2. Work with the staff of the DMRF Canada to create and adhere to an agreed upon event budget and an event plan.
3. Comply with all accounting and fundraising guidelines in the event of any local events/fundraisers, including but not limited to informing DMRF Canada office of their intent, providing names of donors to the National Office so tax receipts can be produced, providing a complete accounting of the event for audit purposes and forwarding the proceeds to the National Office within 30 days from the event or activity.
4. Submit a detailed financial accounting of the event, including bank statements, gross income, net income, expenses, and any in-kind donations.
5. Advertise clearly on all materials related to the fundraiser that all proceeds are raised on behalf of the DMRF Canada and proceeds will be applied to medical research and support programs.
6. On all advertising materials, DMRF Canada contact information and charitable registration number should be clearly identified. Please provide the Foundation with copies of all materials used to advertise the event in advance; and
7. Maintain regular contact with the staff at the Foundation on progress of the event.

I/We understand that:

1. Support groups are not incorporated separately and are volunteer units of the Foundation. Groups may charge dues to cover operating expenses (costs of mailings and incidental expenses), informing the Foundation in advance. Funds raised for

research should be recorded separately and sent to the Foundation. The Foundation will issue receipts to the individual donors for contributions received.

2. Reasonable expenses (depending on the event) are allowable for such items as printing and duplicating, postage, decorations, entertainment, unusual telephone tolls, faxes, and/or e-mails. (In-kind donations by local businesses and/or member underwriting can minimize these expenses).
3. Donations forwarded to the Foundation will be issued tax receipts according to generally accepted policies.

Support Group Name:

Name: _____

Address: _____

Phone: _____

E-mail: _____

I, the undersigned, acting for the individual or group holding the fundraiser, understands that such individual(s) shall conform to all regulations and policies of the Foundation and that the Board of Directors, upon notice, reserve the right to alter the terms of the Agreement and maintains the right to cancel authorization to operate the fundraiser for any reason deemed by the Board of Directors to be sufficient. The parties agree to be bound by this agreement.

Signed: _____

Date: _____

DMRF Canada authorization to operate a fundraiser on behalf of the Foundation:

Signed: _____

Title: _____ Date: _____

Campaign Name: _____

Campaign Date: _____