



The Calgary Drop-In & Rehab Centre name and logo are the sole property of the DI and can be used only with the DI's permission. All materials featuring the name and/or logo must be approved by the Calgary Drop-In and Rehab Centre before publication.

Contact us!
403-699-8252
community@thedi.ca
CalgaryDropIn.ca



Event Form

Tell us all about your fundraising idea!



Please email completed form to
community@thedi.ca.



Contact information

First name: _____ Last name: _____

Organization or company name: _____

Phone: _____

Address: _____ City: _____

Postal Code: _____ Email: _____

☐ Previous donor ☐ Volunteer ☐ Current staff ☐ Other

Event information

Event name: _____ Event time: _____

Event date: _____

Location / address of event: _____

Event type: ☐ One-time ☐ Annual ☐ Ongoing # of participants: _____

Please describe your event and how the funds will be raised:



Requests for the Calgary Drop-In Centre

- ☐ Pull-up banner (\$175 fee charged if not returned)
- ☐ Donation Box ☐ Brochures #____ ☐ Drop-In Centre video
- ☐ Support letter ☐ Media release info
- ☐ DI representative to speak at event **Request form required**
- ☐ Request for volunteers **Request form required**

Please allow for 4 weeks to fulfill these requests. Thank you.

Fundraising Guidelines

For all fundraising events where the net proceeds (or a portion) are being donated to the Calgary Drop-In and Rehab Centre, we require you to follow these guidelines.

Please review and initial your understanding and acceptance.



Please email completed form to community@thedi.ca for approval.

Guidelines

_____ Prior to an event, The DI asks that you complete the event application form. Once submitted, we will review it and respond back within one week. If the application is approved, we will provide you with a letter of agreement. You can use this letter to show potential donors, sponsors and volunteers.

_____ The Calgary Drop-In Center highly encourages community fund raising events that are consistent with the DI's values and good image.

_____ The Calgary Drop-In Centre shall incur zero costs on the events behalf. The individual or group hosting the third-party event agrees to cover all special event and promotional costs.

_____ If you are donating a portion of net proceeds (and not the full amount raised) you must state a percentage or a specific dollar amount what will be donated on the event form. This is required as per Canada Revenue Agency (CRA) guidelines.

_____ All marketing and promotional materials including the Calgary Drop-In Centre's name or logo must receive approval prior to promotion by the DI communications team.

_____ The event holder is solely responsible for obtaining appropriate licenses (for raffles, casinos, liquor, etc). More information on licensing may be obtained through the Alberta Gaming and Liquor Commission (AGLC) website www.aglc.gov.ab.ca. You may also call them at 1-800-272-8876.

_____ The event holder agrees to handle all monetary transactions and present the proceeds and a copy of your revenue and expenses to the Calgary Drop-In Centre within 30 days of the event, or as previously agreed in writing to the Calgary Drop-In Centre.

_____ Tax receipts will be issued upon request for donations of \$20 or more. The Calgary Drop-In Centre provides tax receipts in accordance with CRA Guidelines. You may also call CRA directly at 1-800-267-2384.

_____ All materials borrowed from the Calgary Drop-In Centre are returned and in the same condition they were received. The event holder agrees to accept responsibility for any damage or loss of materials. There will be a charge for any lost or damaged items.

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