



Community Event Sign Up Form

Keep Second Harvest in the loop by filling out this form to help us have a better understanding of your event.

Name or Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: Home _____ Business _____

Email: _____

Event Name: _____

Briefly describe the event and how the funds will be raised:

Event Date: _____ Time: _____

Location: _____

Number of Guests: _____

Estimated Fundraising Goal: _____

Terms and Conditions

By signing this application, I agree to:

- _____ 1. Submit all promotional materials to Second Harvest for approval prior to use.
- _____ 2. Submit proceeds to Second Harvest within 30 days of the event date.
- _____ 3. Allow Second Harvest to promote the event and use the event logo/images.

To assist in making your event a success, Second Harvest commits to:

- Offering advice and expertise on event planning
- Having a representative attend the event or cheque presentation, when and if available
- Providing Second Harvest promotional materials such as pamphlets, posters and collection tins
- Providing supporting forms, such as: tax receipt forms, bid sheets, and pledge forms
- Promoting your event on the Second Harvest website, Facebook page, Twitter account, E-newsletter and Second Harvest Times Newsletter

Please sign and return this application form to the Special Events and Campaigns Coordinator.

Name of Applicant: _____ Date: _____

Signature of Applicant: _____

Your personal information will be stored securely and kept confidential. It will not be shared with any third party. The information collected will be used to process this application, process donations, to keep you informed about Second Harvest and for recognition purposes.