

Fundraising Kit Resource Request Form



Date: _____

Part One: Contact Information

Name: _____

Organization affiliation (if applicable): _____

Address: _____

City, state and zip: _____

Phone number: _____ Fax number: _____

E-mail address: _____

Website (if applicable): _____

What is your connection with Mercy? _____

Part Two: Request for Materials (Please check all that apply.)

I (or my organization) would like to request:

Magazines Quantity requested (limit of 50, please make note of special requests for larger events in the space provided below)

Giving envelopes Quantity requested (limit of 50, please make note of special requests for larger events in the space provided below)

Talking points

4 min promo DVD

A guest speaker

Sign up sheets for the Mercy mailing list

Use of the Mercy logo

Use of the Mercy Web banner

Other, please describe _____

Part Three: Intended Use of Requested Materials

Please describe in full below your intended use of any materials checked above. Include a description of any fundraising events you plan to host, how you will promote your event, and the event date(s). **If you wish to sell a product or host an in-store event and donate proceeds of sales to Mercy, please include the percentage of the proceeds you will donate.**

Intended use of materials: _____

Description of fundraising event: _____

How you will promote your event: _____

Date of event: _____

% of sales you will donate or expected funds raised: _____

Part Four: Certificate of Understanding

1. All printed communications pieces with the Mercy or logo must be approved by Mercy Canada prior to distribution. All drafts should be submitted to our Office Manager at info@mercyministries.ca.
2. To comply with federal regulations, if your business is donating a percentage or specified amount of corporate sales, the sales of a specific good or service, or the entire amount of a good or service to Mercy Canada, the percentage or amount donated must clearly be listed on ALL printed materials, including your website, or other promotional materials, and on the product itself.
3. The event organizer is responsible for the planning and execution of events not organized by Mercy. Mercy will have limited availability for guidance.
4. As a fundraiser or fundraising group, you are responsible for your own necessary insurance and permits required by law.
5. All fundraising events to benefit Mercy must follow all applicable laws, including laws regarding tax deductions.
6. Mercy will never release the information of donors to third parties.
7. The event organizer will be held liable for any fraudulent use of donations received on behalf of Mercy.

I, (please print) _____, have read and understand the above guidelines for fundraising on behalf of Mercy Canada. I will follow these guidelines as set by Mercy Canada.

Signature: _____ Date: _____

Please fax or mail the completed form to the following:

Fax: 604-535-1981	Mail: Mercy Canada 19465 16th Street Surrey, B.C. V3Z 9V2
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