



HOW TO ORGANIZE A FUNDRAISER TO BENEFIT DIABETES QUÉBEC

BEFORE CONTACTING DIABETES QUÉBEC

1. **Choose** the type of fundraising activity you would like to organize, **set** goals, **calculate** the time necessary to complete it successfully and **prepare** a short summary.
2. **Set** a realistic schedule.
3. **Find out** what other fundraisers are scheduled in your region and **select** a date that will get your fundraiser all the attention it deserves.
4. **Prepare** a preliminary budget.
5. **Identify** what you will need in terms of human resources (volunteers, canvassers, spokesperson, if required) and materials.
6. **Fill out** the *Fundraiser Proposal* form on page two (2).

Contact Diabetes Québec to discuss your project.
We are here to support and advise you.

AFTER DISCUSSION WITH DIABETES QUÉBEC

7. **Set up** an organizing committee.
8. **Revise** your budget.
9. **Adjust** your schedule.
10. **Prepare** a communications plan that plans to start promoting your fundraiser (with advertising and publicity) as quickly as possible.
11. **Find** sponsors, if applicable.
12. **Get** permits from the appropriate authorities if you intend to hold prize draws, sell alcohol, close a street or occupy a public space.

AFTER THE EVENT

13. **Ensure** that you remit the funds raised to Diabetes Québec within a reasonable period of time (**30 days**) after the event.
14. **Thank** your participants and **let them know** the date of the next fundraiser, if applicable.

Diabetes Québec can issue official tax receipts for donations of \$10 and up. However, before making a commitment to this effect to your participants, contact us to verify the eligible amount and find out what information we require in order to issue these receipts.

FUNDRAISER PROPOSAL

NAME

OF ORGANIZER: _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____

TELEPHONE: _____

EMAIL: _____

FUNDRAISING ACTIVITY: (BRIEF DESCRIPTION)

DATE(s) CHOSEN: _____

ESTIMATED PROCEEDS: _____

Where will these proceeds come from?

ESTIMATE OF EXPENSES: _____

What are the main expenses?

WHAT DO YOU EXPECT FROM DIABETES QUÉBEC? BE SPECIFIC.

WARNING: The organizer(s) may not hold Diabetes Québec responsible for any expenses or losses or for any incident or accidents related to the holding of the fundraising activity mentioned above. In addition, the organizer(s) must obtain the prior approval from Diabetes Québec of any advertising or promotional material mentioning its name or using its logo. Any use of the Diabetes Québec name or logo that has not been approved in advance may lead to the immediate withdrawal of Diabetes Québec from the said fundraiser. The organizer(s) undertake(s) to remit to Diabetes Québec the net proceeds from the fundraiser within 30 days of the event.

Organizer

Date