



## Third Party Fundraising Event Proposal Form

### PLEASE COMPLETE THE FOLLOWING INFORMATION:

Today's Date: \_\_\_\_\_

Name of Individual/Group Planning Event  
\_\_\_\_\_

Your Group is :  corporation  school community group / service club / individual  
other \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Other (fax, etc.) \_\_\_\_\_

Group's Website (if applicable): \_\_\_\_\_

### EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Location and Address:  
\_\_\_\_\_  
\_\_\_\_\_

Event Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Media you expect to involve/invite: \_\_\_\_\_

What Inspired you to do this event? \_\_\_\_\_

**I would like a Crossroads International representative to attend my event**    **Yes**    **No**

### PROPOSED BUDGET

<b>Expenses:</b>	
Location/Venue	\$
Food/ Beverages	\$
Printing (Tickets, Posters...)	\$
Prizes/ Awards	\$
Advertising/ Promotion	\$
Other (specify):	\$
Total	\$
<b>Revenues:</b>	
Donation Income	\$
Sponsorship Income	\$
Food and Beverage Sales	\$
Auction Income	\$
Ticket Sales	\$
Other (specify):	\$
Total	
<b>Expected Net Revenue to Crossroads:</b>	\$

Expected Date monies to be received by Crossroads: \_\_\_\_\_

Will you require Tax Receipts for this event\*?      Yes      No

\*Please Note: If you plan on offering Charitable Receipts for Income Tax Purposes, this must be pre-approved by Crossroads International. Receipts are issued according to Canada Revenue Agency (CRA) guidelines, available from their website at [www.cra.gc.ca/charities](http://www.cra.gc.ca/charities).

All Publicity/Promotion Material must be approved by Crossroads before distribution. Crossroads International Logo cannot be used without permission

**Please Return Form to:**

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