



Product Sale Fundraiser Agreement

Contact Information

Name(S): _____

Mailing Address: _____

Phone Number: _____ Email: _____

Product Sale Fundraiser Information

Fundraiser Name: _____

Fundraiser Date: _____ Fundraiser Location: _____

Please describe the details of your fundraiser: _____

Product Sale Fundraiser Advertising

Will you require the use of the WDMH Foundation logo? ☐ Yes ☐ No

How will you use the Logo? _____

**Any use of the WDMH Foundation Logo must be approved by the WDMH Foundation prior to use.*

Product Sale Fundraiser Financials

Is The WDMH Foundation the sole beneficiary of your fundraiser's proceeds? ☐ Yes ☐ No

If no, what other charities are benefiting from your fundraiser? _____

What Percentage Will Be Donated to the WDMH Foundation? _____

Where Would You Like the Proceeds of This Fundraiser to Be Directed? **Please Select One.**

- | | | |
|--|--|---|
| ☐ Family Care Fund | ☐ General Equipment Fund | ☐ Healthcare Undesignated Fund |
| ☐ Cancer Care Fund | ☐ Diagnostic Imaging Fund | ☐ Dundas Manor Activity Fund |
| ☐ Dundas Manor General Fund | | |

Product Sale Fundraiser Promotion

The WDMH Foundation will promote your fundraiser in the following ways. We will require the necessary information a minimum of seven days prior to the fundraiser. **Please select the media you prefer.**

- | | |
|---|---|
| ☐ Internally At WDMH (Posters, Email) | ☐ On the WDMH Foundation Website |
| ☐ On The WDMH Foundation Facebook Page | ☐ On the WDMH Facebook Page |
| ☐ In the WDMH Foundation Newsletter | ☐ In the WDMH Newsletter (The Pulse) |
| ☐ On the Dundas Manor website | ☐ On the Dundas Manor Facebook Page |
| ☐ Provide 100 free colour copies of your choice (I.E., Posters, Auction Bid Sheets) | |
| ☐ Issue a media advisory <u>prior</u> to the fundraiser and a press release <u>following</u> the fundraiser. | |

Please provide the following **(if applicable)**:

Your organization's website: _____

Your organization's Facebook link: _____

**Please provide any logo, etc. from your organization, should you wish it included in the fundraiser promotion.*

Please tell us some background about your decision to host this fundraiser, to help us in the promotion.

The Community Product Sale Fundraiser Organizer(s) agree to the following:

- ✓ Provide copies of all promotional materials, invitations, etc. Being created for the fundraiser prior to use, in order to remain consistent with the WDMH Foundation's branding standards and visual presence.
- ✓ Provide in detail all the information related to your fundraiser.
- ✓ Inform all potential customers and other stakeholders that the WDMH Foundation is the beneficiary/one of the beneficiaries of your proceeds, not the organizer of the fundraiser. This must be included on all promotional materials.
- ✓ Use the WDMH Foundation logo for only the promotion of this specific fundraiser. The WDMH Foundation's name and/or logo must not be altered in any way.
- ✓ Use only information obtained from the WDMH Foundation, rather than outside sources.
- ✓ Abide by the municipal, provincial, and federal laws in the execution of the fundraiser.
- ✓ Provide one cheque made payable to the WDMH Foundation within 30 days of the fundraiser date.

Community Event Organizer

Manager of Direct Mail & Events, WDMH Foundation

Date: _____

**Please provide one cheque payable to the WDMH Foundation within 30 days of your fundraiser.*

Questions?

Please contact Justine Plummer, Manager of Direct Mail & Events at jplummer@wdmh.on.ca, or by phone: (office) 613-774-2422 x 6172, or (cell) 343-543-0069.

Please contact Cindy Ault Peters, Executive Director at cpeters@wdmh.on.ca or by phone: (office) 613-774-2422 x 6169 or (cell) 343-572-6345.

