

**EVENT INFORMATION / AGREEMENT FORM
FOR THIRD PARTY FUND RAISING**

Please be advised that by publicly naming Water School as the beneficiary of your initiative, you are required to donate the full amount stated in your promotional materials. In order to receipt and acknowledge donors in a timely manner, we respectfully request that funds are received by Water School within 30 days of the event.

1. Event Organizer / Contact Information:

Individual/Group/Organization: _____

Contact Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

2. Name of Proposed Event: _____

Date: _____ Time: _____

Location: _____

Address: _____

Is this an annual event to raise funds and awareness for Water School?

YES NO

3. Briefly describe the event and how the funds will be raised, the target audience, expected attendance etc. (please use a separate sheet if required)

4. How much money do you anticipate this event will raise? _____

Note: all costs to come out of proceeds or to be paid directly by event organizer.

5. Does your event require a license? YES NO

Please note that depending on the type of event and where it will take place, a license maybe necessary. It is the responsibility of the event organizers to investigate which licenses they will require. Where Water School is required to apply for the license, we will be happy to do so.

The type of license required for your event: _____

6. How will you be promoting the event?

Website _____ Direct mail _____ Word of Mouth _____
Posters _____ Advertising _____

Support from Water School:

7. Do you require a representative of Water School present on the event day?

Representative on day of event _____
Greetings from Water School _____
Speech Presentation _____

Please indicate the approximate numbers of Water School promotional materials you will require for the event and a brief description on how they will be issued.

Brochures: # _____ Newsletters: # _____

Description of how these items will be used:

8. What factors made you choose Water School as the benefactor of your event?

Tax Receipting:

Water School can only issue tax receipts for the amount of the actual donations received by Water School. Tax receipts cannot be issued for funds used to cover the costs of the event or other administrative expenses incurred by the organizer.

Tax receipts will be issued by Water School once net funds are remitted with a list of donors names, addresses, and amounts of individual donations.

Attach a budget with estimated projected income, expenses and profit.

NOTE:

The Water School logo is a registered trademark, the use of which is restricted. By signing this agreement you agree that all publicity (including media releases, print/promotional matters, etc.) for the proposed event must be approved by Water School prior to being printed, released, etc. Water School shall have the right at any time and for any reason to request in writing that the Third Party cease use of the Water School logo in connection with the event and the Third Party shall use its best efforts to comply with such request.

Water School will not be held liable for any financial losses incurred by the event. The Third Party will indemnify, defend and hold Water School harmless from all claims, causes of action and damages of any kind arising out of or in connection with the Event, including but not limited to property damage or personal injury or other cause of action of any kind arising out of or in connection with the event.

This event in no way represents a joint venture or partnership. All proposals for cause marketing must be accompanied by a full business plan.

Dated this _____ day of _____, 2010

Signature of Applicant

Date

Water School representative Signature

Date

Please return the completed and signed form to:

112 Lakeside Views
Strathmore, AB
T1P 1Z7

A representative from Water School will contact you within 5 business days of your application being received. The fundraising party may be requested to participate in an interview with the Executive Director prior to the approval. A signed copy of the contract must be on file at Water School before proceeding with your event.

We thank you for your support!