

# ***“JUST FOR KIDS” FOUNDATION***

## **GENERAL GUIDELINES FOR SUCCESS**

1. Establish an attainable objective, and set realistic deadlines for each stage of the project. Allow at least twice as much time as you originally thought acceptable.

2. Certain key positions must be filled in your group. You will need to appoint a Chair (presumably you) and possibly a CO-Chair, a Treasurer (who will be responsible for managing and reporting on your event's finances) and a Secretary (who will be responsible for administrative work and tickets sales, if applicable).

At least one - and perhaps two members of your committee - should be responsible for liaison with the “Just for Kids” Foundation (JFK). This person needs to be fully informed of developments and will be responsible for ensuring that all press or promotional material using the name and or logo of JFK has been approved by JFK in advance. (You will be managing the project, so organize and rely on your network of volunteers (not JFK) to help you implement every detail. JFK will gladly assist you in structuring your project.)

3. Make a plan which includes your timeline, deadlines, and set meeting dates. JFK may be represented at initial planning meetings. The plan must also include a budget based on realistic revenues and expenses (which should be kept to a minimum).

Base anticipated revenue from ticket sales or admission on the estimated number of participants. Be sure to include sponsorships, donations and gifts-in-kind (goods and services for free) as revenue. Expenses for rentals, permits, design and printing, advertising, staff and miscellaneous expenses should all be shown in the budget. A sample event Budget, provided to you by JFK, is enclosed.

4. Your volunteer network should include some individuals who bring specific resources or talents to the project. Here are some questions you should ask yourself when recruiting:

- Do they know printers who can do small jobs at cost or free of charge. Can they oversee the production of printed promotional materials?

- Do they have small or medium-size business contacts who can help, for example, broaden base of contributors or offer free goods and services in exchange for visibility at your event?

- Do they have contacts in the community (media, city hall, school boards, churches, social clubs, chamber of commerce, etc.)?

- Do you need permits from city Hall, city Police, to sell or serve alcohol?

5. It is advisable to open a separate bank account for your event, with at least two signatures required. This makes your accounts easier to manage and is protection for you. JFK reserves the right to review your audited financial statements.

6. JFK will assume all responsibility for issuing tax receipts. Very accurate records of amounts, names, addresses (including postal codes), and telephone numbers, for each donor or sponsor are needed. Failure to provide accurate records may result in delays, errors and omissions.

It is important for you to note that sponsors who receive publicity in exchange for goods or services donated, are not eligible for tax receipts. However, they can usually write off their participation as a promotional or marketing expense.

### **PRESENTING YOUR IDEA OR PROJECT**

In all cases, your fund raising project must be presented to JFK in writing and approved before it is publicized as “benefiting the “Just for Kids” Foundation” or as “Proceeds will be donated to the “Just for Kids” Foundation.”

Fund raising ideas and projects can be presented at any time of year. We strongly recommend you contact us in the preliminary planning stages of your event to allow time for the approval process and for adequate publicity and promotion of the event and the organizations involved.

If you or your group wishes to donate only a portion of the revenues or sales, an agreement must be reached with JFK.

Also, all fund raising events approved by JFK are subject to a review including that of audited financial statements.

“Just for Kids” Foundation

**AGREEMENT FORM**

Name of Event/Group \_\_\_\_\_

Type of Event/Fund Raiser \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Place \_\_\_\_\_

**ACTION(S) TO BE TAKEN(Dates)**

	Requested/ Discussed	Completed	N/A
1. Authorization letter	_____	_____	_____
2. Permit applications	_____	_____	_____
3. Approval of printed materials	_____	_____	_____
4. Internal communications	_____	_____	_____
5. External communications	_____	_____	_____
6. Representation	_____	_____	_____
7. Donation processing	_____	_____	_____
8. Fund designation	_____	_____	_____
9. Donor recognition	_____	_____	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, have read and understand the *Terms of Agreement* on reverse and, am committed to work within the framework of the “Just for Kids” Foundation’s *Guidelines for Fund Raising*.

Signed at \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_.

Volunteer \_\_\_\_\_

Volunteer \_\_\_\_\_

Chapter rep \_\_\_\_\_

Executive Board \_\_\_\_\_

**“Just for Kids” Foundation**

***TERMS OF AGREEMENT***

1. Form of donation \_\_\_\_\_
2. The form of donation agreed upon, whether a specific amount, percentage or other, should be clearly indicated in all publicity surrounding the event.
3. The specific amount, percentage or other agreed upon will be paid to the Foundation within 60 days of the event. The Foundation has the right to verify the financial reports.
4. JFK will advise the volunteer about Revenue Canada regulations regarding tax deductible receipts. The volunteer is responsible for giving this information to participants in the event. If tax receipts are required and allowed, the full name, address, postal code, telephone numbers, language preference, and the amount of the pledge from each individual must be clearly listed and given to JFK within 90 days of the event.
5. JFK authorizes the volunteer to use its name in publicity or communications distributed to the media - on condition that the messages have been presented to and approved by JFK before their use.
6. The Volunteer will keep JFK informed of developments in all aspects of the project. JFK may be represented at planning meetings and at the event.
7. If JFK has serious concerns about the way the project is being implemented, JFK may cancel the agreement by giving the volunteer 24 hours' notice. JFK is not responsible for financial or any other damages that may result from this cancellation.
8. JFK is not responsible for any accidents or damage to persons or property, which may occur during the course of the activity.
9. If at any time, the terms of this agreement are violated, the “Just for Kids” Foundation will consider this agreement nul and void. If necessary, legal action will be considered.

***“Just for Kids” Foundation***

3400 boul. de Maisonneuve W., #1420  
Montréal (Québec) H3Z 3B8

Telephone: (514) 989-7673 Fax: (514) 939-3551

**GROUP IDENTIFICATION**

Completion of this form is a formal request to use the name of the “*Just for Kids*” Foundation or that of JFK Foundation in the promotion of fund raising events and projects.

Please complete sections A and B and return your request to the JFK office.

**SECTION A**

Name of Event/Group \_\_\_\_\_

Type of Event/Fund Raiser \_\_\_\_\_

**CONTACTS**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Business Address \_\_\_\_\_

Business Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Additional committee Members (names and titles)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References (names and telephone numbers)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVENUE

Sales

Ticket Sales/Registration Fees/Other.....  
Sub-total.....

Contributions

Sponsorships.....  
Advertising.....  
Donations.....  
Sub-total.....

Gifts-in-Kind

Wine  
Flowers  
Stage Design/Room Decor  
Printing

**TOTAL REVENUE.....**

EXPENSES

*Pre-event Publicity*.....  
.Design  
.Printing  
.Mail preparation and postage

*Tournament/Reception invitations*.....  
.Design  
.Printing  
.Postage

*Dinner/Reception*

.Food and Wine.....  
.Staff.....  
.Renting of room.....  
.Rental.....  
.Flowers and decor.....

*Miscellaneous*

.....  
.....

**TOTAL EXPENSES.....**  
**PROCEEDS.....**