



7101 Du Parc Avenue, Suite 100  
Montreal (Quebec) H3N 1X9

## Event Proposal Form

Thank you for considering **Enfant-Retour Québec** (formerly The Missing Children's Network Canada) as the recipient of the proceeds raised from your organization's charitable event or activity.

Enfant-Retour Québec is a non-profit organization whose mission is to assist parents and families in the search for their missing child, and to educate the public in order to decrease the occurrence of children disappearing. Today, thanks to our collaborative efforts and international exchange network, we have been heartened by the joyful reunions of over 500 children safely returned to their parents. Meanwhile, tens of thousands more have been taught how to stay safe in potentially threatening situations through **sound safety programs**.

Enfant-Retour Québec receives minimal government funding, is not a Centraide-funded organization and relies primarily on the generosity of the public and private sectors to ensure that its vital mission is carried out with compassion. All funds raised from events ranging from golf tournaments to dinner galas help to support our innovative and highly effective programs in the area of child safety.

The following are procedures for designating and publicizing Enfant-Retour Québec as your charity of choice and recipient of event proceeds.

All promotional and publicity materials relating to an event/activity supporting Enfant-Retour Québec as the designated charity must be approved by the Special Events Department of the organization. Enfant-Retour Québec can also provide you with all the necessary logos as well as updated facts and information about the organization that may be helpful in promoting your event.

**Name of organization planning the event:** \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Tel.: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt. / Suite City Province Postal Code

**Name of Proposed Event:** \_\_\_\_\_

Location: \_\_\_\_\_  
Street Apt. / Suite City Province Postal Code

Tel.: ( ) \_\_\_\_\_ Date & Time: ( ) \_\_\_\_\_

# Event Proposal Form

Brief description of the event you are organizing and how the funds will be raised (Attach additional pages if necessary):

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If other charitable organizations will also benefit from this special event / activity please identify the other beneficiaries and explain the extent to which they will benefit and how they will be involved.

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Will your business / organization profit from this event / activity?  Yes  No

List of corporate sponsors you are planning to approach. (Attach additional pages if necessary):

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Anticipated Revenue: How will revenues be generated? (Please specify: Admission fee, raffle, auction, etc)

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What assistance is expected from Enfant-Retour Québec?

## Event planning:

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## Promotional Materials:

- Banners
- Newsletters
- Posters of missing children
- Other: \_\_\_\_\_

## Publicity:

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## Logistics:

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## Event Proposal Form

**Day of event:** (Do you require volunteers?)

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**Other:** (Please specify)

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**Financial Information:** You are required by Revenue Canada to present a financial statement with your donation.

Estimated income from the event/activity: \$ \_\_\_\_\_  
Estimated expenses for the event/activity: \$ \_\_\_\_\_  
Estimated proceeds from the event/activity: \$ \_\_\_\_\_  
Estimated donation to Enfant-Retour Québec \$ \_\_\_\_\_

*(Funds will be submitted to Enfant-Retour Québec no later than 30 days following the event.)*

**Should Enfant-Retour Québec plan to staff an information booth at the event?**

- Yes      Location of booth: \_\_\_\_\_ Time : \_\_\_\_\_  
 No

**Will the following equipment be available?**

- 6 ft. table  
 Chairs  
 Tablecloth  
 Free parking  
 Snacks and refreshments for volunteers  
 Miscellaneous: \_\_\_\_\_

**Tax receipts:**

As the event organizer, you are responsible for keeping complete and concise records on all your donors and supporters (including donor's complete name, full address and telephone number). As per Revenue Canada's regulations, this information must appear on all tax receipts.

# Event Proposal Form

## General Comments:

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## Event Registration Checklist

- Complete the event registration form with as many details as possible and submit your proposal to Enfant-Retour Québec at least 60 days in advance for consideration of your request.
- Our Special Events Committee who meets on a weekly basis will review your request.
- You will be notified by letter whether your request was accepted. Once the Special Events Committee has approved your proposal, you will receive a letter of intent as well as a “Terms of Agreement” form to be signed and returned to our office. The letter of intent authorizes you to solicit funds or gifts for your event, as well as provides some pertinent information about the mission of our organization. Our charitable registration number is also available, thereby allowing any supporting organization to obtain further information about Enfant-Retour Québec.
- You must keep Enfant-Retour Québec informed of all developments concerning your event – please note that prior to producing and printing any promotional material (i.e. flyers, posters, tickets, etc.) for your event, you must obtain Enfant-Retour Québec approval for the proper use of our logo.

<b>For Office Use Only</b>	
<b>Supporting Documents Sent to Organizers</b>	
<input type="checkbox"/>	Letters of intent (English and French)
<input type="checkbox"/>	Enfant-Retour Québec Backgrounder
<input type="checkbox"/>	Posters of Missing Children (quantity sent: _____)
<input type="checkbox"/>	Enfant-Retour Québec Newsletter (quantity sent: _____)
<input type="checkbox"/>	Banner (Format _____)
<input type="checkbox"/>	Other documentation (please specify)
<b>Sent by:</b> _____	<b>Date:</b> _____