



## Third party event application

### Part 1: Event organizer

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Salutation      First name      Last name

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Phone      Email

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Organization name (if applicable)

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Type of organization (if applicable, for example school, business, service club)

Your connection to Children's Health Foundation of Vancouver Island:

### Part 2: Event information

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Event title      Expected number of attendees

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Event location      Event date and time

Has this event taken place before?:

Yes (If yes, then when: \_\_\_\_\_)

No

Brief description of event:

How do you plan on marketing this event?:

Do you intend to use Children's Health Foundation of Vancouver Island's name or logo? *(Please note that any use of the Foundation's name or logo must be pre-approved by the Foundation.):*

Yes

No

Please list what event support you're hoping to have, such as brochures, banners, a guest speaker, social media mentions, or a tour of a Foundation supported facility *(please refer to the Foundation's third party event overview for what the Foundation can support you with):*

Is Children's Health Foundation of Vancouver Island the only benefitting organization?:

Yes

No (If no, please specify which other organization(s): \_\_\_\_\_)

Will you be looking for a tax receipt for any donations? (Please note, all tax receipts issued by the Foundation must be in accordance with Canada Revenue Agency and pre-approved by the Foundation):

Yes

No

## **Part 2: Submitting your application**

To complete the application process for your event, please:

- ✓ Please fill out this form and email to [give@islandkidsfirst.com](mailto:give@islandkidsfirst.com)
- ✓ Read, sign, and submit the event waiver by emailing it to [give@islandkidsfirst.com](mailto:give@islandkidsfirst.com)
- ✓ Read the Foundation's third party event overview document

Have additional questions? We'd be happy to help!  
Please email [give@islandkidsfirst.com](mailto:give@islandkidsfirst.com) or call 250-940-4950.

***Thank you for your interest in hosting in event in support of Island kids, youth, and their families!***