

SUBMIT A PROJET FOR A FUNDRAISING ACTIVITY

1. Project Responsibility		
First name :	Family name :	
Address :		
City :	Province :	Postal code :
Tel. (home) :	Tel. (office) :	Cellular :
E-Mail :		

2. This activity is organized by :

An individual

A group

A corporation

An association

3. Description of the projet		
What is the projected activity :		
Date of the activity :		
Location of the activity :		
Will a reunion permit be required for this activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to sell any tickets for this activity? If you do, how many will be for sale?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you plan to ask for a cover charge? If you do, what will the cover charge be?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How much will be remitted to MIRA on every ticket you sell, or on every item you sell, or on the cover charge?		
Additional details (if applicable)		

4. Budget for the activity	
Please include all details concerning the expenses related to the organization of your activity:	
<ul style="list-style-type: none"> - Equipment rental (reception hall, sound, lighting, etc.) - Printing and publicity (tickets, flyers, posters, etc.) - Other (please specify) (Annex additional documents if required)	
Detail	Amount
Total :	

5. Reference

As a reference, The Mira Foundation would like to contact someone who has known you for at least two years before authorizing this activity.

This person could be an employer, a person responsible for organizing a benefit activity for which you have volunteered, someone responsible for a social club or a services club, etc.

First name :	Last name :	
Address :		
City :	Province :	Postal code :
Tel. (home) :	Tel. (office) :	Cellular :
Your relationship with this person? :		

Please note :

1. It is understood and accepted that the person responsible for the activity must keep all the receipts related to the activity in order for the MIRA Foundation to view them if needed.
2. The Mira Foundation is in no way responsible for any arrangement made by any person or persons responsible for the activity.
3. It is understood and accepted that every activity must first be authorized by the Mira Foundation. No activity may occur without the explicit authorization by Mira Foundation personnel or by their representative.
4. In the case of an activity or a fund raising event that generates mostly cash, a control system must first be set up and authorized by the Mira Foundation personnel in charge of the activity or event.
5. It is understood that any person or group having been authorized to use the Foundation's name becomes morally obligated to be a trustworthy representative of the Mira Foundation, by putting

the general interest of the Foundation before one's personal interest, and administering the funds in his (her) care honestly.

6. A detailed report must be returned to the Mira Foundation within fifteen (15) days following the activity or event.
7. To avoid delays, we would ask you to complete and sign this form, and submit it to us as soon as possible. The Mira Foundation reserves the right to refuse or delay its decision as long as we have not obtained the information through this form.

Signature of the person responsible for the project

Date

Please return the completed form to :

Fondation MIRA
1820 Rang Nord Ouest
Ste-Madeleine Qc J0H 1S0
Tél : (450) 795-3725 ext. 222
Fax : (450) 795-3789
E-mail : skennedy@mira.ca