



# Community Events



# THANK YOU FOR YOUR INTEREST IN PLANNING A COMMUNITY EVENT

The ALS Society of Alberta is grateful for the volunteers who host community events each year to raise funds and awareness about ALS in Alberta. From golf tournaments to dance workshops, there are a wide array of community events held across the province.

## **Step 1: Choose your Event**

What kind of event do you want to host? Common examples:

- Bake sales
- Concerts
- Fitness classes
- Dance workshops
- Golf or baseball tournaments

## **Step 2: Plan your Event**

- Set a date
- Recruit volunteers
- Complete your event planning form and submit it to the ALS Society
- Set a fundraising goal (remember it's about meaning, not money!)
- Plan your budget and gain local sponsorship
- Organize a venue, tables, chairs, food or anything else you may need
- Planning a 50/50 or a raffle? Contact the ALS Society to obtain your license

## **Step 3: Promote your event**

- Contact your friends, family and coworkers
- Work in collaboration with the ALS Society to promote your event on social media
- Hang posters and distribute pledge forms or brochures
- Contact community event calendars

## **Step 4: Thank your supporters**

- Send a thank you card to donors and participants
- Let the ALS Society know how much you have raised, and send in a photo for the newsletter!

\* The ALS Society will distribute tax receipts for donations of \$25 or more - please contact the ALS Society before promising tax receipts for donations of goods and services.

# COMMUNITY EVENT PLANNING FORM

## About you

Organization name (if applicable):

First Name:

Last Name:

Mailing Address:

City:

Province:

Postal Code:

Phone:

Cell:

Email:

## About your event

Event name:

Date:

Time:

Location:

Brief Description:

Fundraising goal:

Number of expected participants:

## How can the ALS Society support your event?

The ALS Society of Alberta is grateful for your efforts in raising funds and awareness for ALS. The following materials are available to you at no cost. Please indicate the items you would like to have at your event.

Cornflower Pins - Quantity:

Balloons - Quantity:

Donation envelopes - Quantity:

Purple Silicone Bracelets - Quantity:

ALS Society of Alberta brochures - Quantity:

Pledge Forms - Quantity:

Would you like volunteer support from the Society on event day?

Yes  No

Do you require a speaker from the Society for your event?

Yes  No

Do you require an online fundraising website?

Yes  No

Would you like to request media support from the Society (media invites, etc)?

Yes  No

Do you have anything else you would like to add?:

NOTE: The event host agrees to seek and obtain permission on the use and representation of the name and logo of the ALS Society of Alberta in a manner that is consistent with the Society's bylaws and governing policies. The Society will have input in, and final say on all artwork and promotional material for the event. Only those materials specifically authorized by the Society are authorized for use at the event. Monies gathered on behalf of the Society shall be reconciled and remitted to the Society's office within 30 days of the event, unless an alternate timeline is agreed upon prior to the event.

By signing below you agree to the terms of this agreement:

Event host name:

Signature:

Date:

Society staff name:

Signature:

Date:

# FUNDRAISING FORM

Thank you for your hard work in raising funds for the ALS Society of Alberta. Funds raised at community events remain in Alberta to help make each day the best possible day for those living with and affected by ALS. Your generous donations allow the Society to provide equipment, support groups, information and home visits to our clients at no cost. For more information, visit [www.alsab.ca](http://www.alsab.ca)

## Contact information

First name:	Last name:	
Event name:	Date of event:	Event location:
Mailing Address:		
City:	Province:	Postal Code:
Phone:	Cell:	Email:

## Donation information

Donation amount: \$
Donation is being made by: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Direct deposit
* If you collected pledge form donation, please attach the pledge forms to this sheet

## Direct deposit information

Steps to follow: 1. Photocopy any cheques 2. Deposit the funds (cash and cheque) raised at the bank and keep the deposit slip  Choose a bank to deposit at: <b>BMO Bank of Montreal</b> Transit #: 00109-001      OR <b>ATB Financial</b> Account #: 1297-587                Transit #: 7909 Account #: 1160192-24  3. Send the ALS Society all pledge forms, cheque copies and deposit slip in the mail
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## Credit card information

For credit card processing, please contact the ALS Society via phone at 403-228-3857 or 780-487-0754 to provide card details.  In accordance to PCI compliance, credit card information cannot be transferred by email or fax.  We apologize for any inconvenience.  Please contact the ALS Society of Alberta with questions about tax receipts.  <b>Please submit your completed form in one of the following ways:</b> Email: <a href="mailto:communications@alsab.ca">communications@alsab.ca</a> Fax: 403-228-7752 Mail: ALS Society of Alberta 7874 10 Street NE, Calgary AB T2E 8W1
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