



# Community Event Application

*Please fill out the form prior to hosting an event for ABC Head Start Society.*

Organizing Person Name:

Organizing Group Name:

Address:

City:

Province:

Postal Code:

Telephone:

Email:

Name of Fundraising Initiative/Event:

Location of Event:

Date of Event:

Time of Event:

Is the event public or private?

Type of Event:

Target Audience:

Event Details:

What do you need from us? (Speaker, ABC Head Start Society Representative, volunteers, logo, banner, brochures, etc...)

How will you be promoting the event? Will you need ABC Head Start Society representatives available for promotions?

Do you have any sponsors for the event? Would you like the sponsors acknowledged by ABC Head Start Society?

Do you want promotion on ABC Head Start's website or social media? If so please provide information for advertising.



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Event website or social media profiles we can connect to? You can mention us – twitter/Instagram @abcheadstart or Facebook [www.facebook.com/abcheadstart](http://www.facebook.com/abcheadstart)

Twitter -

Instagram -

Facebook-

Will attendees be able to make a personal monetary donation?

Do you expect charitable tax receipts for these donations (donations must be over \$25)?

\*If yes, donor contact information will need to be provided\*

Will the contribution from this event be monetary or gifts-in-kind?

Anticipated amount of monetary gift to ABC Head Start Society:

Anticipated date ABC Head Start Society will receive funds from the event:

Do you expect a charitable tax receipt for this gift?

Anything else you would like us to know?

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Thank you for supporting ABC Head Start Society!**

Completed forms can be returned to Jaime Cordoba, Stakeholder Engagement Manager

Please contact us with any questions.

Phone 780.461.5353 ext. 241 Email [giving@abcheadstart.org](mailto:giving@abcheadstart.org)

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[www.abcheadstart.org](http://www.abcheadstart.org)