

HOW DO I SUBMIT AN EVENT PROPOSAL FORM?

Submit your event proposal form by clicking [here](#).

I WANT TO HOST AN EVENT FOR SICKKIDS, WHAT DO I NEED TO DO?

For more detailed information on the process, please read our [SickKids Community Events Fundraising Toolkit](#).

I DON'T KNOW ALL OF THE INFORMATION REQUIRED ON THE EVENT PROPOSAL FORM. WHAT DO I DO?

Don't worry if you have not finalized all of your event details. We want an overall snapshot of what you are thinking for your event. If it's a required field, put in your best guess, you can always change it later when your SickKids Representative gets in touch with you.

MY EVENT IS REALLY SOON, CAN SICKKIDS STILL SUPPORT ME?

Absolutely! Please fill out the event proposal form as soon as possible. You can also send us a note at community.events@sickkidsfoundation.com to see how we can support you within the tight timeline.

WHAT CAN SICKKIDS FOUNDATION PROVIDE ME TO MAKE MY EVENT SUCCESSFUL?

We are happy to provide you with event planning advice, resources including media advisory templates, pledge forms, and branded collateral, access to online fundraising tools to help increase revenue from your event, a support letter that validates the authenticity of the event for one year, event listing on our Calendar of Events page, the use of our name and in support of logo, and issue tax receipts according to Canada Revenue Agency guidelines.

CAN A SICKKIDS REPRESENTATIVE ATTEND MY EVENT?

Although we wish we could attend every event in support of SickKids, we cannot guarantee a SickKids representative at every event. We do our best to be there, but in the case that we cannot, we are happy to provide speaking notes and supportive materials on behalf of SickKids.

CAN SICKKIDS PROVIDE FUNDS TO OFFSET EVENT EXPENSES?

As a community event, SickKids does not provide any funding to run the events. With that said, our team can help you navigate the best avenues to offset event expenses, and raise funds for SickKids.

CAN I USE THE SICKKIDS LOGO?

You may use our "in support of SickKids" logo on promotional materials once your event has been approved by your SickKids Representative. Please note that in the event that you do make any advertisements, please send them to your SickKids Representative for a quick review prior to printing and distribution. Please connect with your SickKids Representative for details on how to use the logo.

CAN YOU HELP ME FIND SPONSORS FOR MY EVENT?

SickKids Foundation can work with you to brainstorm and come up with a list of appropriate sponsors for your event, but we cannot approach corporations or individuals on your behalf. We can provide you with tools and resources to make 'the ask' yourself such as sample sponsorship packages and ask letters. Hint: take a look at our [sample sponsorship package](#).

I WOULD LIKE TO RUN A RAFFLE AT MY EVENT. DO I NEED A LICENSE?

Gaming and lotteries including bingo, 50/50 draws, gambling, raffles or games of chance often have special considerations that require licenses. Please visit www.agco.on.ca for more information. We recommend that instead, you hold a promotional draw. You can run a draw without acquiring a license, but you must offer the tickets for a suggested minimum donation instead of a fixed amount. Please note that SickKids Foundation does not obtain licenses on your behalf.

WHAT DO I DO IF I HAVE ADDITIONAL QUESTIONS?

If you have further questions, please contact your SickKids Representative or email community.events@sickkidsfoundation.com.