



WOODLAND  
CULTURAL CENTRE

**THIRD PARTY FUNDRAISERS REGISTRATION FORM**

To be submitted to [ste@woodlandculturalcentre.ca](mailto:ste@woodlandculturalcentre.ca)

Phone: 519-759-2650 ext. 232

**CONTACT INFORMATION – REQUIRED**

Organization: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**FUNDRAISER INFORMATION– REQUIRED**

Fundraiser Name: \_\_\_\_\_

Description of the individual, organization, or group that is running the fundraiser:

Description of the fundraiser that you are planning (attach pages as needed):

Proposed dates (time period): \_\_\_\_\_

Anticipated amount you expect to raise: \_\_\_\_\_

Program/Campaign you are fundraising for:

Save the Evidence    Woodland Cultural Centre General    Arts    Language

Education    Library    Specific campaign/program: \_\_\_\_\_

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2  
WOODLANDCULTURALCENTRE.CA  
519-759-2650



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**ADDITIONAL REQUESTS - OPTIONAL**

If you would like to have the Woodland Cultural Centre participate in your fundraiser, please indicate the details below. Please note that the following are requests only, and subject to approval. These may require a meeting with our Development Coordinator ([ste@woodlandculturalcentre.ca](mailto:ste@woodlandculturalcentre.ca)), and may require up to 21 days for approval.

- Use of Woodland Cultural Centre logo and/or branding
- Use of Save the Evidence promotional materials, including poster
- Cross-promotion on Woodland Cultural Centre social media
- Tax receipts for contributors (not applicable if goods/services were exchanged)
- Other request \_\_\_\_\_

If you receive approval for the Additional Requests above, you must:

- Provide the Woodland Cultural Centre a copy of all marketing materials on which Woodland Cultural Centre (WCC) or Save the Evidence (STE) is mentioned for approval
- Your notification letter will include either the WCC logo or the WCC & STE combination logo depending on the nature of your campaign
- The WCC and STE logo cannot be used beyond the fundraising period noted above
- Fundraising amounts for STE over \$500 will be acknowledge on the STE web portal as "Community Partner"
- WCC must be tagged in all social media posts

**GENERAL INFORMATION**

- We request that all fundraisers pre-register with us prior to the launch date.
- Please pre-arrange an on-site cheque presentation with us at least one week in advance. Walk-in requests for photo-ops will be subject to the availability of the Development Coordinator.
- We are not able to acknowledge donations or fundraisers from the cigarette, alcohol or cannabis industry.
- Please note that this form is for off-site fundraisers only. If you would like to host an event onsite, please reach out to [ste@woodlandculturalcentre.ca](mailto:ste@woodlandculturalcentre.ca) for the Requesting Use of Grounds Form.

**TERMS & CONDITIONS**

The Woodland Cultural Centre will not be held liable for any injuries sustained while on the premises and grounds, nor any liabilities that are a direct or indirect result of your fundraising efforts.

Organizer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please submit form, inquiries, or meeting requests to: [ste@woodlandculturalcentre.ca](mailto:ste@woodlandculturalcentre.ca)  
Phone: 519-759-2650 ext. 232**

**For WCC Office Use Only**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Donation Method: \_\_\_\_\_ Donation Amount: \_\_\_\_\_ Donation Date: \_\_\_\_\_