



Fund Raiser Application Form

Thank you for your interest in supporting Loaves and Fishes Food Bank. The purpose of this form is to gather information about events to benefit Loaves and Fishes to ensure they meet our organizational objectives and adhere to our ethical and legal obligations. Depending upon the nature of your event, there may be other forms required. Once completed, please email form to peter@nanaimoloavesandfishes.org or drop off a hard copy at 1009 Farquhar Street Nanaimo, BC. *If you have any questions, please contact the Executive Director, Peter Sinclair, 250 754 8347 ext 3.*

Contact Information

Name of Organization:	
Address:	
Contact Person:	
Contact Phone #:	
Contact Email:	

Event Details

Briefly describe the event you would like to do:

Dates and Time of event:

Where will your event be taking place?

Does your event include a raffle or lottery component? Yes No

If yes, you may be required to obtain a gaming license.

Will you be serving food as part of your event? Yes No

If yes, you may be required to obtain a health permit.

Would you like Loaves and Fishes representatives to attend your event? Yes No

1 or 2 volunteers/staff may be available for up to 2 hours to represent Loaves and Fishes at your event.

If available what would you like Loaves and Fishes representatives to do?

Office Use Only
 Event Authorization Number _____



Event Details Con't

Are all proceeds of you event coming to Loaves and Fishes? Yes No

If no, by what method will proceeds be divided? _____

Please list any other businesses, community organizations or partners who will be part of your event:

Signage, donation bins and info sheets are potentially available for events. Do you request any of these promotional materials from Loaves and Fishes? Yes No

If yes, which ones? _____

Would you like tax receipts to be provided to donors at or after your event? Yes No

Do you require electronic copies of Loaves and Fishes logos? Yes No

Logos are available in PDF, AI, JPEG or PNG formats

Loaves and Fishes is happy to promote approved events via our website and facebook page. Please provide the exact wording you would like us to use on these mediums. 50 word max:



Event Organizer Code of Conduct

As the organizer of this event, I agree to the following:

1. There will be no door to door solicitation of food or funds.
2. Adhere to all Loaves and Fishes policies.
3. All promotional material will be provided to Loaves and Fishes for approval prior to distribution in the community.
4. Only logos provided by Loaves and Fishes will be used.
5. Promotional material will **not** state the event is presented by Loaves and Fishes, but rather state that either full or partial proceeds are to Loaves and Fishes.
6. Arrangements will be made within 1 week of the events' completion for proceeds of event to be provided to Loaves and Fishes.

Name: _____

Signature: _____

Date: _____

Office Use Only
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