



## 2016 Participating Organization – Registration Form

<b>Organization Name:</b>		
<b>Charity Registration # (if applicable)</b>		
<b>Website URL:</b>		
<b>Fundraising Goal:</b>	\$ _____	
<b>Organization Description (will be included on event site):</b>		
<b>Contact Name: (will be team captain)</b>		
<b>Contact Information:</b>	Email: _____	Phone: _____
	Mailing Address: _____	
<b>Describe Project to be Supported (text will be included on event site):</b>		
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>✓ Logo (as close to 270x120 pixels ratio as possible and in EPS format)</li> <li>✓ Photo/image for organization page on site (will be resized to 300x300)</li> </ul>	
<b>Where will you have riders?</b>	In Toronto? _____ In Ottawa? _____ In Vancouver? _____	

**By registering as a participating organization in the 2016 Canada Africa Partnership Ride, we acknowledge:**

That as the lead organizer of the Canada Africa Partnership Ride, the CAP Network will:

- ✓ Create a fundraising page for our organization based on the information provided here

- ✓ Include our logo on all campaign materials (printed and online) – **NOTE: deadline for registration to guarantee inclusion on print materials is April 15, 2016**
- ✓ Have the right to contact our members/supporters/donors who have registered/donated through the Canada Africa Partnership Ride with campaign-specific information related only to the 2016 Canada Africa Partnership Ride (e.g. registration confirmation, reminders, generic fundraising encouragements, thank yous and tax receipts)
- ✓ Process all donations and issue tax receipts for all donations received
- ✓ Provide us with a full financial report and transfer all funds raised accordingly
- ✓ Retain administrative/processing fee on online donations as per above
- ✓ Be the lead media liaison for the campaign

**We hereby therefore provide the CAP Network permission to:**

- ✓ Use the logo provided in Canada Africa Partnership Ride materials (printed and online)
- ✓ Use the organization and project names/descriptions provided here on campaign materials (printed and online)

**We further agree to:**

- ✓ Direct any media enquiries related to the Canada Africa Partnership Ride to the CAP Network
- ✓ Complete a post-event participation survey to provide feedback and contribute to evaluation of the 2016 campaign
- ✓ Provide a report on use of funds to the CAP Network no later than December 31<sup>st</sup>, 2016
- ✓ Use the following standard text and official designs (will be sent by email) in all communications to our audiences related to the Canada Africa Partnership Ride:

*“The Canada Africa Partnership Ride is organized by the Canada Africa Partnership Network (The CAP Network). Proceeds benefit CAP Network projects and those of participating organizations – including INSERT YOUR ORGANIZATION – focused on supporting local efforts aimed at advancing education, investing in livelihoods and promoting health.”*

**Authorization:**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date