# Canada Africa Partnership Ride – Partner Registration Form

## GROUP INFORMATION

|  |  |
| --- | --- |
| Name |  |
| Website |  |
| Year Founded |  |
| Legal Status (if applicable) |  |
| Address |  |
| Group Description (Your mission, values, current and future plans, etc. and anything that helps us understand your work) |  |
| African Project/Partner Name |  |
| African Project Description(Legal status, mission, location, target beneficiaries, areas of work, impacts achieved, organizational structure, etc.) |  |

## PRIMARY CONTACT PERSON

|  |  |
| --- | --- |
| Name |  |
| Position/Title (if applicable) |  |
| Phone Number |  |
| E-Mail Address |  |

## FUNDRAISING INFORMATION

|  |  |
| --- | --- |
| Team Name |  |
| Fundraising Goal |  |
| Description (\*will be public) |  |

## WHAT SUPPORT WOULD BE HELPFUL IN MAKING THE MOST OF THIS EVENT?

|  |  |
| --- | --- |
|  Printed promo materials |  Fundraising guides/encouragement for your riders |
|  Sample emails/scripts for rider recruitment | \_\_\_ Opportunity to display materials at event  |
| \_\_\_ Other (please describe) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

## ADDITIONAL DOCUMENTS

* Please attach proof of charitable status (if applicable)
* Logo (png, jpeg or tiff format)
* 2-3 images of your work to be displayed on your team page (png, jpeg or tiff format)
* 1 standard image for the personal fundraising pages of your riders (png, jpeg or tiff format)

## TERMS

### 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 10, 2017
* 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 2017 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 2017 campaign
* Provide a report on use of funds to the CAP Network no later than December 31st, 2017
* 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 (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 (printed) |  |
| Signature |  |
| Date |  |