



**Winnipeg Harvest Inc.**  
1085 Winnipeg Avenue  
Winnipeg, MB R3E 0S2  
Phone: 204.982.3670 Fax: 204.775-4180  
Email: [events@winnipegharvest.org](mailto:events@winnipegharvest.org)  
Website: [www.winnipegharvest.org](http://www.winnipegharvest.org)

## **YOUR SUPPORT MAKES A DIFFERENCE!**

### **Who is Winnipeg Harvest Inc.?**

Winnipeg Harvest is a community based, not for profit, food distribution and training centre. We are committed to:

- Sharing food with hungry families
- Facilitating training and learning opportunities for our clients
- Focusing attention on hunger within our community to help move towards long term solutions

### **Did You Know...?**

- Winnipeg Harvest feeds nearly 64,000 Manitobans **every month**
- Manitoba has the second highest rate of child food bank use in Canada – and over 41% of our clients are children
- Winnipeg Harvest shares food with over 400 food distribution agencies throughout Manitoba, including:
  - Food Banks
  - Soup Kitchens
  - Day Cares
  - Group Homes
  - Community Kitchens
  - Meal Snack/Share Programs

### **Why get involved?**

With generous donations from the community, Winnipeg Harvest distributed more than **12 million** pounds of food last year to help feed hungry Manitobans. We simply couldn't do this without your help! Winnipeg Harvest relies on ongoing and generous community donations and special events in order to keep its doors open.

**By hosting your own event, no matter how big or small, you are making a difference!**

*We think it's important for you to know that 100% of the funds and food raised at your event will remain in Manitoba and help Winnipeg Harvest continue in our mission to fight hunger and feed hope. We utilize strong volunteer support and the business community to leverage your donation so that*  
***\$1.00 spent results in \$20.00 worth of food for hungry Manitobans.***



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## Winnipeg Harvest Event / Food Drive Tips & Guidelines

- Winnipeg Harvest endorses fundraising events and initiatives that uphold and respect the positive image of our organization's mission, programs & services; should Winnipeg Harvest have concerns about the integrity and quality of the event or feel it may be damaging to our image, we reserve the right to cancel the event with 24 hours' notice.
- Winnipeg Harvest must provide pre-approval for the use of our name and logo on all promotional material, including advertising.
- The Winnipeg Harvest name/logo may not be tampered with, altered or misrepresented in any way, shape or form. The integrity of the Winnipeg Harvest brand must be upheld at all times and failure to comply may result in termination of agreement.

- Winnipeg Harvest may provide social media support for your event on the following platforms.

Website: [www.winnipegharvest.org](http://www.winnipegharvest.org)      Facebook: [facebook.com/wpgharvest](https://facebook.com/wpgharvest)  
Twitter: [twitter.com/winnipegharvest](https://twitter.com/winnipegharvest)      Instagram: [instagram.com/wpgharvest](https://instagram.com/wpgharvest)

Other promotion, including media events and releases issued by Winnipeg Harvest, cannot be provided.

- Winnipeg Harvest reserves the right to deny any application for fundraising initiatives that do not align with the vision, values and mission of our organization.
- Fundraising initiatives that promote a donation of sales to Winnipeg Harvest must clearly state the percentage or dollar amount in this agreement.
- Winnipeg Harvest does not assume responsibility for events requiring a raffle or liquor license. It is the responsibility of the event organizer to secure the appropriate event license by contacting Civic Charities - The City of Winnipeg, or Rural Gaming Regulations for events outside the perimeter.
- Winnipeg Harvest must not be party to any event liability coverage without pre-approval.
- Winnipeg Harvest is not liable for any injuries sustained by organizers, volunteers or participants for events naming Winnipeg Harvest as the beneficiary.
- Winnipeg Harvest is a registered charity and issues tax receipts for gifts meeting Canada Revenue Agency imposed guidelines. If individual or corporate receipts are requested, please contact the Events Associate at (204) 982-3670 or email [events@winnipegharvest.org](mailto:events@winnipegharvest.org)

**Thank you for your support of Winnipeg Harvest!**



Please return your completed form to:  
**Laurel Cetkovski**  
1085 Winnipeg Avenue  
Winnipeg, MB R3E 0S2  
Direct Line: (204) 982- 3670  
Fax: (204) 775-4180  
Email: [events@winnipegharvest.org](mailto:events@winnipegharvest.org)  
Website: [www.winnipegharvest.org](http://www.winnipegharvest.org)

## Winnipeg Harvest Event Agreement

Please fill in the information that applies to your event.

### Contact Information

Contact Name: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Event Information

Event / Food Drive Name: \_\_\_\_\_

Brief Description of the event / food drive:  
\_\_\_\_\_  
\_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Time (For one day event only): \_\_\_\_\_ to \_\_\_\_\_

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

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

Is this event open to the public?  Yes  No

Anticipated Attendance: \_\_\_\_\_

Frequency of Event:  One-Time Only  Annual  Ongoing

Have you organized an event / food drive in support of Winnipeg Harvest previously?  Yes  No

If Yes, briefly describe the previous event / food drive:  
\_\_\_\_\_  
\_\_\_\_\_

### Food Drive Information

Will you be including a food drive in your event?  Yes  No

### Financial Information

Will you be raising funds at your event?  Yes  No

If Yes, please indicate how funds will be raised at your event:

- Sponsorship       Ticket Sales       Merchandise  
 Pledges       Cash / Coin Cans       Food Drive

Other: \_\_\_\_\_

Please indicate the percentage you will be donating to Winnipeg Harvest: % \_\_\_\_\_

Will Winnipeg Harvest be the sole beneficiary of this event?  Yes  No

If No, please explain: \_\_\_\_\_

### Responsibility of Third Party Organizers

The responsibility of a third party fundraiser and/or food drive lies solely with the third party organizers. Responsibilities include, but are not limited to:

- Event planning and set up
- Ticket sales
- Purchases, costs and all other incurred expenses
- Promotion of event (e.g. contacting media, press releases, ads, social media, print materials)

### Winnipeg Harvest Involvement

Thank you for your interest in organizing a fundraising initiative on behalf of Winnipeg Harvest! Please know that we are happy to assist in making your event as successful as possible.

**Winnipeg Harvest** is able to provide:

- Event planning advice
- Letter of authorization
- Bins for food collection
- Cans for coin collection
- Pick-up of food donations
- Brochures, signage & other promotional materials
- Promotion of your event on our website & social media \*
- Event Volunteers \*
- Event Speakers \*
- Tax receipts, if applicable & requested

*\* Requests reviewed individually – not always guaranteed*

**Winnipeg Harvest** is unable to:

- Provide donor/corporate mailing lists
- Send mail promoting your event to our donors
- Sell event tickets to our clients, volunteers & donors
- Pay for costs associated with your event
- Ensure attendance at your event
- Provide media contacts or send out media requests for your event

**Marketing and Promotions**

Event organizers are responsible for designing and distributing their own marketing and promotional materials related to the event. Other promotions, including media events and releases issued by Winnipeg Harvest, cannot be provided. It is required that Winnipeg Harvest Inc. official name and logo be used for all promotional materials related to the event and must first be approved by Winnipeg Harvest.  
(Please refer to the Tips & Guidelines on Page 2.)

**Support Materials**

Please indicate the number of support materials you request for your event.  
We will do our very best to accommodate individual requests based on availability.

Item:	#:	Item:	#:	Item:	#:
Donation Forms		Signage (Approx. H: 12" W: 32")		Food Collection Crates (Milk Crates)	
Brochures		Coin Cans		Volunteers	
Stickers (Approx. DIA: 2")		Large Food Bins (Approx. H: 31" DIA: 24")		Speakers	

If you would like the support materials to be delivered and/or picked-up, please indicate so below.\*

- If multiple dates would work, please indicate all dates.
- If only certain time ranges would work, please indicate the time ranges:
  - Minimum 2 hours
  - Minimum 2 different options

*\*Deliveries and pick-ups generally done in Winnipeg only*

Requested Delivery Date(s) \_\_\_\_\_  
& Time Ranges (if applicable): *(Monday-Friday 8:00 AM-3:00 PM ONLY – Cannot guarantee a specific time)*

Requested Pick-up Date(s) \_\_\_\_\_  
& Time Ranges (if applicable)\*\*: *(Monday-Friday 8:00 AM-3:00 PM ONLY – Cannot guarantee a specific time)*

- \*\* - *Pick-ups of food donations are only done for 20 pounds or more.*
- *Coin cans, cash, cheques and gift cards must be handed directly to the driver.*
- *Pick-ups of cash or gift cards over \$250.00 must be arranged with the Development Associate Third Party Events, not given to the driver.*

Would you like a phone call before the driver leaves Winnipeg Harvest?  Yes  No

Delivery/Pick-up Address  
(If different from Event Address): \_\_\_\_\_

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

**Third-Party Approval**

I/We hereby understand, agree and submit the following:

Winnipeg Harvest will not assume any legal or financial liability for the above referenced event. Furthermore, I/we understand and agree that Winnipeg Harvest must approve, prior to printing and distributing, any use of its name or logo.

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Event Organizer/Contact

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Date

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Third Party Events Associate, Winnipeg Harvest Inc.

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Date