

2012 Offsite Event Registration and Agreement

Please return completed and signed form to:
 16003 – 118 Ave Edmonton, AB T5V 1C7
 or fax 780-489-9477 or email: questions@hairmassacure.com



Group information

School, Team, or Business name	
Address	
City	Postal Code
The category that best describes our group is <input type="checkbox"/> School <input type="checkbox"/> Corporate <input type="checkbox"/> Sports team <input type="checkbox"/> Other (please specify):	

Coordinator/Organizer information

Last name	First name
Phone number	Email address
I am the: <input type="checkbox"/> Parent organizer <input type="checkbox"/> Teacher <input type="checkbox"/> Principal <input type="checkbox"/> Store Manager <input type="checkbox"/> Team Captain <input type="checkbox"/> Coach <input type="checkbox"/> Other (please specify):	

Event date and details

<input type="checkbox"/> Pinking Date:	Anticipated attendance:
Location (if different from above)	
<input type="checkbox"/> Shaving Date:	Anticipated attendance:
Location (if different from above)	
<input type="checkbox"/> Fundraiser Date:	Anticipated attendance:
Location (if different from above)	Type of fundraiser:
The target market for our event is <input type="checkbox"/> School population <input type="checkbox"/> Customers <input type="checkbox"/> Staff <input type="checkbox"/> Coach / team members <input type="checkbox"/> General public <input type="checkbox"/> Other (please specify):	
We plan to have stylists assist with our pinking or shaving event <input type="checkbox"/> Yes <input type="checkbox"/> No	
Costs associated with our event will be covered by <input type="checkbox"/> The organization <input type="checkbox"/> Individuals <input type="checkbox"/> Sponsorship	

Please turn over...

Publicity

We plan to publicize our event through:

- Word of mouth Posters in our location Our website Newsletter
 Email Social Media Other (please specify): _____

Note: Your promotional material must clearly state that your event is in support of Hair Massacure. Any reference to the charities supported must include all three: Stollery Children’s Hospital Foundation, Make-a-Wish Foundation of Northern Alberta, and Ronald McDonald House Northern Alberta.

Incentives

Hair Massacure will provide earned incentives for participants upon receipt of confirmed numbers from the organizer. Dilly bars are available only when attending the Hair Massacure at the Mall.

In order to reduce administrative costs, allowing maximum dollars raised to reach our charities; groups within 60 km of our office will be required to pick up their incentives. Toques can be picked up in advance of the shaving dates, and other incentives upon processing of pledge packages.

For groups more than 60 km away from our office, toques can be mailed in advance of shaving dates, if sufficient notice is given – please allow a minimum of three weeks. Additional incentives can be mailed upon processing of pledge packages, one-time only. However, if you are able to pick them up, it will once again help reduce our costs.

Entertainment, stylists, and all other items are the responsibility of the organizing group.

For further information, or to arrange for incentives:

Please contact us at 780-431-4605 or questions@hairmassacure.com

Please see next page for agreement...

Agreement

Please read carefully, as your signature is required

- An “offsite event” is a fundraiser, pinking, or shaving event that is in support of Hair Massacure, but is organized and executed by a person or group independent of Hair Massacure.
- Activities undertaken in the name of Hair Massacure must be conducted with utmost attention to safety and respect to the participant. All fundraising initiatives must be consistent with the positive image of Hair Massacure.
- No costs will be incurred by Hair Massacure; all costs are the responsibility of the person or group organizing the offsite event.
- The Hair Massacure logo may be used in promotion of an offsite event only if it is represented respectfully and is consistent with the positive image of Hair Massacure. It is not to be altered in any way.
- Promotional material must clearly state that your event is in support of Hair Massacure. Any reference to the charities supported must include all three: Stollery Children’s Hospital Foundation, Make-a-Wish Foundation of Northern Alberta, and Ronald McDonald House Northern Alberta.
- All funds raised will be submitted to Hair Massacure, along with pledge packages or other financial documentation, within 21 days of the offsite event.
- If participants are collecting pledges, they should use a Hair Massacure pledge sheet and complete a balance sheet when turning in pledges. Both are available from the office or on the website. Participants are encouraged to register online in order for Hair Massacure to accurately measure annual participation.
- If donations are accepted at your event and made in one package rather than in individual names, please use Hair Massacure pledge sheets to record donor information for those who request a tax receipt. Record all anonymous donations as one total, listed as a “general donation”.
- Hair Massacure may publicize offsite events on its website, for the purpose of demonstrating community support only. No contact information will be shown to the public.
- Hair Massacure and its affiliated charities assume no risk or liability associated with offsite events.
- Each Proud Victim and Fundraiser deserves to be welcomed, acknowledged, and appreciated for their efforts.

I have read and understand the above Registration and Agreement.

Organizer’s signature

Date

On behalf of the Hair Massacure Team, many thanks for your support and involvement.

Good luck with your planning and fundraising and remember to have fun!!