

Dear Friends:

Re: Foundation Participation in Fundraising Events

Thank you so much for wanting to organize a fundraising event for HIV/AIDS in Africa to benefit the Stephen Lewis Foundation. The Foundation has had a lot of experience with events, and that experience has convinced us how important it is to clarify the manner in which the Foundation is able to participate.

There are two parts of our website that are particularly important to read before you begin — the sections on Event Promotion and Tax Receipting.

Your promotional material must always make clear that the Stephen Lewis Foundation is the beneficiary of the money raised at the fundraising event – never a sponsor or partner or organizer of the event itself. This is really important, so **please be sure to send us all your promotional material prior to printing or distribution**. Use of the Foundation logo also requires our express consent.

The section on Tax Receipts is equally important. The Foundation must comply with all regulations of the Canada Revenue Agency. So we ask you to read the **'Donations and Receipts FAQ'** section of the website thoroughly and carefully. The Foundation is able to provide receipts only in the circumstances outlined in those sections. Here are two examples:

- If people are buying tickets to your event, the Foundation cannot issue individual tax receipts to the ticket buyers.
- The Foundation is not allowed to release the names of anyone who has made a donation – even in the case of donations made to honour a birthday, wedding, anniversary or death – because it would violate the Privacy Act. There is only one exception to this rule: donors may give their express consent in writing to release their contact information to you. The donor card on our website provides an opportunity for donors to do this.

Any other questions? We're always happy to help. Please call us for any further information or assistance!

Finally, **please complete, date and sign the attached form and fax it to the Foundation (416-850-4910)** before you plan your event. Thanks again!

Warmly,

Ilana Landsberg-Lewis
Executive Director

Directors

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Grace-Edward
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**Executive
Director**

Ilana Landsberg-
Lewis



Event Letter of Understanding Sign-off Sheet

I have read the document above and consulted the 'Foundation Involvement' and 'Donations and Receipts FAQ' sections of the Stephen Lewis Foundation website. I understand and agree to these terms, this ____ day of _____, 2009.

Name (printed)

Signature

In addition to your signature above, please provide as much of the following information as possible (email address is particularly helpful!).

Event Information

Event Name: _____

Date of Event: _____

Location: _____

Contact Information

Full Name: _____

Phone: _____

Fax: _____

Email: _____

Street Address: _____

City, Province: _____

Postal Code: _____

Event Description:

NOTE: Please make sure that donors refer to your event on their donation forms, on their cheques, in their online donations, or on their credit card forms. That's the only way we'll know the money is raised because of your event.