



Please review and sign this Fundraising Agreement before starting your fundraising campaign. Thank you for your interest in collecting donations for a Two Wheel View (TWV) bike trip. This Fundraising Agreement (Agreement) serves as an agreement between you and TWV for the purpose of setting forth the terms and conditions regarding the fundraising program described below.

- 1. For your fundraising campaign to support your TWV bike trip to \_\_\_\_\_(dates)\_\_\_\_\_ you agree to give sponsors the opportunity to donate money to Two Wheel View. You agree to collect donations and forward 100% of the donations to TWV.
2. Your fundraising events and activities are not coordinated by or the responsibility of TWV. TWV is not in a position to supervise your events and activities, take responsibility or assume liability for your events and activities.
3. If donors expect a tax receipt for their donations, please ask donors to make their donation by check (that has the donor's name and address on it) or by credit card. The check must be made out to the Two Wheel View - not to individuals or another organization.
4. No bank accounts can be opened under Two Wheel View. Nor may bank accounts contain the name Two Wheel View (TWV).
5. If you are collecting cash (coins and bills) you agree to combine all the cash collected during your fundraiser and write one check for one lump sum made out to TWV. Please realize that in order for individuals donating coins or bills to receive a tax receipt from TWV, you must issue a receipt, specifying the amount given and including the name and mailing address of the donor. The donor should keep one copy and the other must be submitted to TWV for acknowledgement purposes.
6. You agree to transfer all donations you have collected to TWV within 30 days of the donation.
7. This agreement permits you to use TWV name for promotional materials. You agree that the TWV name and logo is used with permission, which in no way constitutes an endorsement, express or implied, of any product, service, company, individual, or political position.
8. Any expense incurred through Third-Party events or activities are the sole responsibility of the individuals contracting to raise funds. This includes but is not limited to all costs associated with advertising, developing and printing promotional and marketing materials for the fundraising program - and you agree that before you use, publish, disseminate or display the materials with the Two Wheel View name on it that you must obtain approval of the materials by TWV.
9. You shall indemnify, defend and hold TWV harmless, including its directors, officers, employees, agents and volunteers from and against any and all suits, claims, demands, liabilities, damages, costs and expenses (including reasonable attorneys' fees) arising out of or relating in any way to you and your fundraising activities authorized hereunder.
10. You agree to comply with all federal, state, provincial and local charitable solicitation statutes, regulations and ordinances that affect or apply to you and the fundraising activities authorized hereunder.
11. You agree that you shall not assign, subcontract or in any way transfer any of the obligations, duties or responsibilities under this Fundraising Agreement without the prior written permission of TWV.
12. Either party to this Agreement may terminate this Agreement at its convenience. In the event of termination, all funds collected subject to this Agreement must be remitted as specified above.
13. This Agreement constitutes the entire agreement and understanding between you/your organization and TWV with regard to the subject matter hereof and no amendment, modification or waiver of any of the terms or conditions herein shall be valid unless in a writing signed by both you/authorized representative of your organization and an authorized representative of TWV.

Once again, we thank you for your commitment to collect donations to support TWV. To demonstrate your agreement to the terms and conditions of this Agreement, please sign below as indicated and return the signed copy to TWV. I AGREE TO THE TERMS AND CONDITIONS OF THIS FUNDRAISING AGREEMENT.

Name of Participant \_\_\_\_\_ Date of Birth MM/DD/YYYY) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_
My child has been informed and understands the above information.

Print name of parent or guardian of minor \_\_\_\_\_ Signature of parent or guardian of minor \_\_\_\_\_



## Fundraising

Two Wheel View works to keep our trips affordable for everyone. All participants have the opportunity to fundraise for their trip cost. Two Wheel View can help you with fundraising strategies and tools. A charitable tax receipt will be issued for all eligible donations.

If you are fundraising for a Two Wheel View Trip you must sign and comply with the Two Wheel View fundraising policy and agreement. Donations received through your fundraising efforts will apply toward the total cost of your trip. Any remaining balance will be due according to the payment schedule for your trip.

Keep a log of all donations received. As you begin to receive donations, it is important to keep a running tally of all monies raised. Please send donations to the Two Wheel View within 30 days of the donation so that we can credit your account and send donors their tax receipts.

Fundraising for your Two Wheel View bike trip requires commitment and planning. You will find information in this document to help make your fundraising experience both fun and effective.

**It is essential that you understand how the donation process works before you start your fundraising efforts. Please review the information in this document and return your Fundraising Agreement before starting your fundraising campaign.**

## The Donation Process

It is essential that you understand how the donation process works before you start your fundraising efforts. In order to ensure that donations be earmarked for your participation, please take a moment to consider the following:

There are different requirements for different forms of payments. **A charitable tax receipt will be issued for all eligible donations.**

1. **Checks:** All donations should be made out to "**Two Wheel View**" with your name written on the "For/Memo" line. Make sure you send us the complete mailing address of the donor.
2. **Credit Card Donations** (Visa and MasterCard) can be made
  1. Online at [www.twowheelview.org](http://www.twowheelview.org),
  2. By calling Two Wheel View at (403) 870-7433 and processing a credit card donation by phone.
  3. Through your personalized fundraising page. (Please review the section about how to set up a personalized fundraising page)
3. **Cash:** If you are collecting cash (coins and bills) you agree to combine all the cash collected and write one check for one lump sum made out to Two Wheel View. Please realize that in order for individuals donating coins or bills to receive a tax receipt from TWV, you must issue a receipt, specifying the amount given and including the name and mailing address of the donor. The donor should keep one copy and the other must be submitted to TWV for acknowledgement purpose.

### **Keep a log of all donations received.**

As you begin to receive donations, it is important to keep a running tally of all monies raised. Please send donations to the Two Wheel View within 30 days of the donation so that we can credit your account and send donors their tax receipts.

**Note:** If for any reason you cancel or postpone your program, donations **WILL NOT** be refunded to the donor. In the event of a postponement, you may use the donation money earmarked for your participation for another program (within 18 months of the postponement). If you decide to cancel, all donations will be transferred to our Volunteer Service Trip Program Fund.

## Fundraising Strategies

There are many ways to raise money to support the cost of your Two Wheel View trip experience.

### *Step 1 – Make a list of everyone you know.*

You might be surprised at the number of friends and family, acquaintances and colleagues who are willing to support your fundraising efforts.

### *Step 2 – Choose and implement more than one method of fundraising.*

We always encourage participants to send fundraising emails or letters to their personal contacts; it's also a good idea to find alternative options for raising funds. Ask community businesses, churches, or college clubs to sponsor you. Maybe give a presentation to a service club (i.e. Rotary, Jaycees, Lions, etc.). Even hosting social events like car washes, garage sales or raffles can raise enough funds to sponsor, at least partially, your trip abroad.

### *Step 3- Set a timeline and go for it!*

It is important to plan well in advance. Start with your fundraising goal and work backward. Leave yourself plenty of time so your fundraising experience can be a successful and enjoyable one.

## Online fundraising with a personalized fundraising page

Two Wheel View works with CanadaHelps.org and Razzo.com to provide our participants with an online fundraising platform that makes sharing your goal possible. Set up your personal page to tell your story, connect with your friends and family and get support for your adventure. Here's how to set up your personalized fundraising page.

### *If you are fundraising in Canada*

1. Set up a GivingPage on CanadHelp.org to allow you to make a personalized fundraising page.
2. Head here to get started <http://www.canadahelps.org/GivingPages/GivingPages.aspx>
3. You will be asked to register a user name and password.
4. Add content to your Giving Page.
5. Select TWO WHEEL VIEW as the charity to support
6. Finalize your Giving Page.
7. Share the link with friends and family.

### *If you are fundraising in the USA*

1. Set up an account on [www.razoo.com](http://www.razoo.com) to allow you to make a personalized fundraising page.
2. Head here to get started: <http://www.razoo.com/story/Student-Bicycle-Expeditions>
3. Click on "Fundraise for this Cause " section of the webpage.
4. Create a personal appeal for your fundraising efforts.
5. Once you have your page set up, you can send the link out to your online friends and family and watch the contributions come in.

## Writing a Fundraising Letter / Email

A letter-writing campaign is one of the simplest and most effective fundraising methods you can employ. To assist you, check out a sample fundraising letter included in this document that has proven successful.

Successful fundraising letters are concise. Make sure to convey a sense of urgency, explain how the reader's donation will make an impact, and ask for a specific, individualized dollar amount. Professional contacts, for example, probably can contribute a greater amount than those who are still students or work in the nonprofit sector. And don't be afraid to ask your more established contacts for \$100, \$200 or even \$500!

Mention that you will host a small open house before your departure to recognize the generosity of your donors and thank them for their contributions publicly. Offer to present a slide show upon your return. Using creative fundraising strategies like these helps to secure funding from contacts at religious organizations, civic groups, alumni associations and educational institutions.

Also make sure to explain that a tax receipt will be issued for all eligible donations. Your supporters are making a "restricted donation" and will receive a receipt from Two Wheel View for their contributions.

Always remember to follow up! You should be on the phone with the small businesses, civic and religious groups, and friends and relatives you have contacted to let them know you really do need their support. One follow-up call can make the difference between someone making a contribution immediately or pushing your letter to the back burner indefinitely.

### **Find Funds from Your School**

One major source of funding is your own school. Many school clubs are allocated a certain amount of funding through a student activities committee; see if your club is eligible. Also, many academic departments have discretionary funds for projects and programs. If your trip can be integrated into an academic or service-learning course, there may be funds that can be used for your program.

### **Attract Local Businesses as Sponsors**

Local businesses are far more likely to make a contribution than large corporations. The key is identifying a link between you, or someone close to you, and the owner of the business. You may want to approach the business with a letter first, enclosing all relevant information, and then follow up with a phone call. Promise to write them a thank you letter from the country in which you will be visiting, then let them know you will make some sort of picture-filled display to display in the business upon your return home. In this way, you not only are thanking the business owner for his/her generosity, but also are providing him/her with free publicity!

### **Collaborate with Service Clubs and Churches**

Service clubs such as Rotary, Kiwanis, Lions, and Optimists; fraternal organizations such as Elk and Moose Clubs; and religious groups such as churches and temples are excellent sources for fundraising. Follow the "who do I know?" principle: is someone you know a member or the friend of a member? The best course of action is to contact as many clubs in your area as possible and ask to give a presentation to them. Many clubs have breakfast, lunch or dinner meetings; ask to speak for 15 – 20 minutes during these meetings to present your request and explain what you will be doing.

This is your chance to sell the program. Remember, you are not asking for money for a vacation. You are asking for a donation to participate in a life changing experience that you can share with your community. Also, let the organization know that you are willing to come back and show them slides or a video of your program experience when you return.

After your presentation, write a follow-up letter to thank them for letting you speak and reiterate your request for financial support. Be specific about how much you are requesting and how it will be used, and be sure you are realistic about the amount you request. A total of \$200 - \$400 is probably reasonable.

### **Throw a Successful Fund Raising Event**

- Sales – One of the traditional ways to raise money is through bake sales, candy sales, and garage sales.
- Raffles – This works best for groups raising funds. Here again, use the "who do I know?" principle. Often groups can get donated items or gift certificates from local businesses and restaurants, which they then can use as raffle prizes at a larger event (dances, etc.). If there are no large items to raffle off, groups can chip in to purchase a big-ticket item like a bike. As long as the proceeds are well over the purchase price, there's nothing wrong with this plan of action!
- Parties, Dances, Music, Etc! – Gatherings like this can range from formal affairs to simple pizza parties. Remember your "who do I know?" principle: do you have a friend in a band? Do you know the owner of a bar or restaurant? Some simple ideas include having a band play at a club where you can collect a cover charge or a percentage of the sales. Or perhaps you can create a deal with a restaurant to offer an all-you-can-eat buffet from which the profits are shared. Get creative!

### **Attract the Media**

One of the best ways to promote awareness about your upcoming adventure and raise funds for it is through the local media. In fact, this is how Two Wheel View has attained most of its popularity, having had numerous articles published about our programs in major newspapers and magazines across the country. Check the news link at [www.twowheelview.org](http://www.twowheelview.org) for information you can circulate to publications with which you may be affiliated or familiar— such as your hometown newspaper, the paper from the town where you presently reside, alumni magazines, church bulletins, etc. Having a short piece published anywhere can go a long way in your quest for funds.

SAMPLE FUNDRAISING LETTER

[Date]

Dear Friends and Family,

I am writing to let you all know of an amazing opportunity that has come my way. This summer I am [describe the Two Wheel View bike trip or volunteer service trip you are going on].

The mission of TWO WHEEL VIEW (TWV) is to educate young people on the environment and local culture of areas in N. America and abroad through educational bike adventures. I feel lucky to be among only a select handful of students participating in this adventure.

As a part of the TWV trip experience, I will:

- Volunteer in local and host community projects.
- Prepare for the adventure through TWV's unique pre-trip orientation sessions that includes bike mechanics, team building, and fun.
- Discover new cultures and natural landscapes.
- Stay connected after the trip through social media and events hosted by TWV.

This trip will cost me nothing if I can raise [\$ \_\_\_\_\_] *[set a goal you think you can reach]*. So I am asking you to help me by making a donation of \$100, \$50, or any amount to TWO WHEEL VIEW on my behalf. Donations can be made by check written to TWO WHEEL VIEW and mailed to my address below or by credit card on the web site at [www.twowheelview.org](http://www.twowheelview.org) [or my personalized fundraising page at [www.\\_\\_\\_\\_\\_](http://www._____)] If you choose to make an online donation, please be sure to email me at *[your email]* to let me know. A charitable tax receipt will be issued for all eligible donations.

Please consider making a donation, nothing is too small, as it will all get me closer to my goal. If you have any questions or comments about what I am raising money for, please call me at home *[your phone number]*, or you can contact TWV at [info@twowheelview.org](mailto:info@twowheelview.org). You can also get information at [www.twowheelview.org](http://www.twowheelview.org).

Again, thank you very much for your help and donation. As a thank you to all who help me with my efforts I will be hosting an open house upon my return to present a slide presentation of my experience.

Sincerely,

[your name]

[address]



## Information for Sponsors

*Thank you for your contribution*

TWO WHEEL VIEW is a Registered Charity in Canada number 81886 9547 RR0001 and organized under Section 501(c)(3) of the U.S. Internal Revenue Code as a nonprofit corporation. TWO WHEEL VIEW is operated exclusively for charitable and educational purposes. A charitable tax receipt will be issued for all eligible donations.

### **About TWO WHEEL VIEW**

Founded in 2001, Two Wheel View (TWV) offers a grass-roots approach to responsible travel that empowers students, cultivates their leadership skills and allows them to gain valuable experiences and make meaningful connections.

As a part of the TWV trip experience, students:

- Volunteer in local and host community projects.
- Prepare for their adventure through TWV's unique pre-trip orientation sessions that includes bike mechanics, team building, and fun.
- Discover new cultures and natural landscapes.
- Stay connected after the trip through social media and events hosted by TWV.

Two Wheel View works to keep trips affordable for everyone. All participants have the opportunity to fundraise for their trip cost.

### **How you Can Help**

Your fundraising dollars will provide financial assistance to youth who may not otherwise have the means to participate. TWO WHEEL VIEW believes that all youth should have the opportunity to expand their physical and cultural boundaries. There are many youth, due to financial or social limitations, that are never exposed to what may provide the greatest source of learning – real life experiences that bring home valuable insights and logical steps for positive change.

#### Matching gifts:

Some companies match dollar for dollar your contribution. Ask your employer if they will match your contribution.

#### Tax receipt:

A charitable tax receipt will be issued for all eligible donations.

[www.twowheelview.org](http://www.twowheelview.org)

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# Two Wheel View

Make a donation to support \_\_\_\_\_.

A charitable tax receipt will be issued for all eligible donations.

## Sponsor Donation Form

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

In support of \_\_\_\_\_ please find my contribution enclosed:

\$25    \$50    \$100    \$250    \$500    

*(Checks should be made out to Two Wheel View. Please include the students name on the memo line of your check.)*

Make a credit card donation on-line at [www.twowheelview.org](http://www.twowheelview.org)

**Two Wheel View – Calgary**  
**205, 223 12<sup>th</sup> Ave SW**  
**Calgary, AB T2R 0G9**  
**CANADA**  
Calgary: (403) 870-7433



**Two Wheel View – USA**  
**9658 Gander Lane**  
**Minnetrista, MN 55375**  
**USA**



**Two Wheel View – Calgary**  
**205, 223 12<sup>th</sup> Ave SW**  
**Calgary, AB T2R 0G9**  
**CANADA**  
Calgary: (403) 870-7433



**Two Wheel View – USA**  
**9658 Gander Lane**  
**Minnetrista, MN 55375**  
**USA**

## **TWO WHEEL VIEW**

## ***Donation Pledge Form***

Make a donation to support \_\_\_\_\_ . A charitable tax receipt will be issued for all eligible donations.

Please make checks payable to: **TWO WHEEL VIEW**. Credit card donations can be made on-line at [www.twowheelview.org](http://www.twowheelview.org).

<u><b>Name</b></u>	<u><b>Address</b></u>	<u><b>Email</b></u>	<u><b>Phone</b></u>	<u><b>Amount</b></u>

**[www.twowheelview.org](http://www.twowheelview.org)**

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