



Race4MS Participant Agreement

Congratulations on joining the movement to end MS and taking on this fundraising challenge! You are raising funds and awareness to help the thousands of Canadians living with multiple sclerosis. You are also joining an incredible group of individuals who team up to motivate, support and inspire each other throughout the process from start to finish and ensure that your experience is enjoyable and successful.

A portion of the funds raised may go towards travel costs and it is important to share with your donors your goal and the high degree of personal time and resources that you have committed for both training and fundraising.

PERSONAL INFORMATION

FIRST NAME: _____ LAST NAME: _____ M F

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

TEL. [DAY]: (_____) _____ TEL. [EVE]: (_____) _____

TEL. [CELL]: (_____) _____ EMAIL ADDRESS: _____

REGISTRATION CHECKLIST

BEFORE SENDING IN YOUR FORM, PLEASE
CHECK THAT YOU HAVE INCLUDED:

- \$775 (\$250 of which is a non-refundable, non-receiptable, non-transferable registration fee) payable to:

Multiple Sclerosis Society of Canada
(cheque / money order or credit card authorization)

- Completed and signed participant agreement.

- Completed participant screening survey.

PLEASE MAIL YOUR COMPLETED
APPLICATION FORM TO:

Brian Lim
Marketing and Development
MS Society of Canada
175 Bloor Street East, Suite 700, North Tower
Toronto, ON M4W 3R8

- ❖ Please allow 2 weeks for your registration form to be processed.
- ❖ You will be informed in writing of your acceptance to participate in the event.
- ❖ You will be provided with additional information for the online fundraising system at that time.

1.0 REGISTRATION FEE

I understand that I am required to provide personal credit card information to the MS Society of Canada upon registering for the Race4MS program (also known as the "EVENT") and that I will be charged a **registration fee of \$775 which is non-refundable, non-transferrable nor eligible for a tax receipt.**

- Of this amount, \$250 is a non-refundable program fee. Upon completion of the total fund-raising target, \$525 will be credited back to me or added to my fundraising total.

2.0 FUNDRAISING

- I acknowledge and agree that I am responsible for my own fundraising required to participate in the "EVENT".
- I acknowledge and agree to complete each of the fundraising targets in full by the date indicated and to reach the fundraising target as in accordance to the Fundraising Schedule (set out below).
- If I raise above the fundraising target before or on **August 1, 2011**, I may be eligible for additional benefits.
- If I reach 150% of my fundraising target before or on **August 1, 2011**, but have already made and purchased travel and accommodation to the EVENT, the MS Society will credit me (via cheque or credit card) the amount of my travel and accommodation, up to \$1,500.

2.1 FUNDRAISING TARGETS

TARGET DATE	% of GOAL	FUNDRAISING GOAL	BENEFIT (IF APPLICABLE)
May 1, 2011	25%	\$1,250	
June 1, 2011	50%	\$2,500	
July 1, 2011	75%	\$3,750	
August 1, 2011	100%	\$5,000	Ironman Canada registration covered, Race4MS gear covered
August 1, 2011	150%	\$7,500	Travel costs covered, up to \$1,500

2.2 *Missed Fundraising Targets*

- In the event that I do not meet any of my final fundraising targets, I will have 5 business days to complete the fundraising either through donations or by personally contributing to my own targets.
- If I have not met the specified fundraising target by the 5th business day past the fundraising target date, I understand and agree that I will not be entitled to participate in the "EVENT", I will be removed from the program and will be responsible for any cancellations fees.
- I understand that the **May 1, June 1, July 1, and August 1** fundraising targets are guidelines meant to aid my fundraising plan.

(CONT'D)

- Funds accumulated will be based on online funds total only or third party proof of funds promised.
- I understand that if I do not have 100% of my fundraising goal reached by **August 1, 2011**, I have the following options listed below. If I fulfill one of the three (3) options within the given parameters, I will be eligible to attend the EVENT:

1. COMPLETE TARGET VIA FUNDRAISING

With a written plan submitted and approved by the MS Society of Canada, I will commit to complete my fundraising by a mutually agreed upon date.

2. COMPLETE TARGET VIA PAYMENT

The MS Society will charge me (via credit card or cheque) the outstanding balance of my target (see **2.1 Fundraising Targets**). If I complete my fundraising, the MS Society will refund me the balance of my payment.

3. PAY AS YOU GO

Provided that I have reached **75%** of my fundraising target (see **2.1 Fundraising Targets**), I may pay for the gear and event registration on my own and be eligible to attend.

- In the event that I do not satisfy either of these three options, I will be subject to the terms of Cancellation as outlined below.

3.0 CANCELLATION

- I understand that I have the option of cancelling my participation in the Race4MS program. All donations and personal installments are non-refundable. My donors will receive a tax receipt, and the money I have raised (minus any expenses that the MS Society of Canada has incurred on my behalf) will support the MS Society of Canada's programs, services and research initiatives.
- I understand that if I cancel my participation in the Race4MS program before **May 1, 2011**, I will be removed from the program without any additional penalty.
- I understand that if I cancel my participation in the Race4MS program after **May 1, 2011** but before **the EVENT date**, I will be responsible for paying (either via credit card or cheque) 100% of the fundraising goal to the MS Society of Canada. This payment will help the MS Society of Canada recover the lost participant revenue based on a reserved spot and the non-refundable financial commitments made on my behalf.
- The cancellation fee will be automatically charged to my credit card in accordance with the information provided below and I hereby authorize the MS Society of Canada to charge such fees to my credit card. A certified cheque or money order will also be accepted as an alternate method of payment.

4.0 DONATIONS

- I understand and agree that, all donations I raise will be retained by the MS Society and applied to its mission of enhancing the quality of life of Canadians with MS and finding a cure.
- I understand and agree that it is my responsibility to keep track of all donations and my current fundraising total, and to make copies of all pledge forms that I submit to the MS Society of Canada.

(CONT'D)

- I understand that all donations, donor information and fundraising reports will adhere to the MS Society of Canada's Privacy Policy, with no exceptions.

4.1 *Transfer of donations not permitted*

- In accordance with the MS Society Privacy Policy and transfer guidelines, funds that have been processed and a tax receipt has been issued will NOT be transferred to another participant to meet another participant's minimum fundraising goal requirements or prize levels. Offline donations or funds generated through special events that don't require receipting may be transferred to another participant. Donors should be made aware and consent to any transfers.

5.0 EVENT FUNDING

- I acknowledge that I am strongly encouraged to contribute to my own fundraising total which in turn helps underwrite the EVENT expenses. Depending on circumstances a tax receipt may or may not be issued. (See *Tax Receipts* below.)
- I agree to ensure that my donors and sponsors are made aware that a portion they are pledging will cover a portion of the EVENT expenses. This is not a vacation and it is important to share with your donors the high degree of personal time and resources that you have committed for both training and fundraising.

6.0 TAX RECEIPTS

- Due to the potential underwriting benefit I may receive, I understand that the MS Society of Canada may not be able to issue tax receipts for personal contributions that I may give towards my own fundraising campaign, in accordance with Canada Revenue Agency guidelines.
- Tax receipts may be available in certain situations such as where participant pays for own trip or donates more than benefit received.

7.0 THANK DONORS

- I agree to send a thank you to each donor in a timely manner.
- I also understand and agree that in accordance with the MS Society Privacy Policy, once a pledge has been submitted, donor information may be restricted.

8.0 EVENT NOTIFICATION

- At least 14 business days prior to a fundraising event or related activity that I am organizing, I agree to submit to the MS Society for written approval all materials on which "EVENT" or MS Society logo, marks or words appears and adhere to the MS Society's Branding and Graphics Standards.

9.0 SPONSORSHIP

- I will provide the MS Society of Canada with a list of any sponsors I intend to approach for Prospect Clearance approval. I also agree not to approach any MS related pharmaceutical companies and adhere to the MS Society's Prospect Clearance Guidelines.

10.0 **WAIVER**

- I understand that the MS Society of Canada reserves the right to make changes concerning the trip, including change the date of departure or conclusion of the tour, or modify any aspect of the tour, or cancel or modify any routes within the tour. If, in the absolute discretion of the MS Society of Canada, it is necessary to do so due to adverse or threatening conditions whether weather, political, military, terrorist or otherwise. In the event of any change, modification, cancellation postponement or delay under this condition, I acknowledge that I will have no right of refund of the tour price (whether in whole or in part) and no right to claim compensation for any injury, loss or damage or other additional expenses incurred by virtue of the change, modification, cancellation postponement or delay. The MS Society of Canada also reserves, in its absolute discretion, the right to cancel any tour due to any government travel warning or advice, or any change in such warning or advice.

11.0 **PRIVACY**

- In accordance with MS Society of Canada privacy guidelines, I acknowledge and agree that my name and email address will be shared with other members of the “EVENT” team to allow for communication regarding fundraising, training, etc.
- I acknowledge and agree that my name, address, date of birth, contact info and passport information will be shared with our travel providers to purchase permits, book hotels, flights and other travel arrangement pertinent to the “EVENT” travel activities.
- I acknowledge and agree that I am responsible for protecting the confidentiality of all personal information I collect from donors as part of my fundraising efforts, including but not limited to credit card numbers, personal addresses, phone numbers, email addresses, etc. I acknowledge and agree that I must safeguard all such information by storing it in a locked location or protecting it through the use of a password. I may only use this information for the purpose for which it was provided (donating to my fundraising campaign). I also understand and agree that in accordance with the MS Society Privacy Policy, once a pledge has been submitted, donor information may be restricted to the participant.
- In accordance with MS Society of Canada privacy guidelines, I acknowledge that I may not have access to the names and/or amounts of some of my donors from pledge submissions that have already been processed.
- All paper and electronic records containing personal information must and shall be destroyed after my campaign is completed. Should any personal information be lost or stolen, or accessed by anyone other than me or the staff/volunteers designated by The MS Society of Canada, I agree to inform the MS Society and assist in taking the actions necessary to address a breach of privacy.

12.0 **TRAVEL**

12.1 ***Flight purchase and travel eligibility***

- I acknowledge that I am responsible for purchasing the round trip flight to the “EVENT” destination, and that this will be at my own expense and subject to all changes initiated by airlines.
- I acknowledge that I am responsible for ensuring that I am eligible for travel to the “EVENT” destinations, or to any locations that the team may travel to due to connecting flights, etc. If a travel visa or other documentation is required for travel, it is my responsibility to obtain required documentation at my own expense. I am responsible for obtaining a passport that is valid for at least six months after the scheduled date of return, at my own expense.

12.2 *Insurance provisions*

- I understand that participants **MUST** have travel insurance to participate – recommended purchase of Deluxe Travel Insurance Package including Trip Cancellation & Interruption Insurance and Medical Coverage in case of medical injury, family emergency, etc. This insurance will be purchased by myself and at my own expense. I acknowledge that proof of travel medical insurance and trip cancellation insurance must be provided to an “EVENT” or MS Society representative prior to departure.
- I understand that I *may* purchase **pre-trip cancellation insurance** that fully covers the cost of the EVENT, with the MS Society listed as beneficiary, and proof sent to the MS Society of Canada.
- If I purchase pre-trip cancellation insurance and due to unforeseen circumstances, am unable to attend the EVENT, and have reached my fundraising goal (see **2.0 Fundraising**), the MS Society will assist me in booking a comparable event at a later date.
- If I have **not** purchased pre-trip cancellation insurance and due to unforeseen circumstances, am unable to attend the EVENT, the MS Society will not underwrite the costs of a comparable event in a subsequent season.

12.2 *Trip extension*

- I understand that I may extend my visit to the “EVENT” destination after the trip is complete. This is to be done on my own expense and I will advise the “EVENT” travel agents of my plans.

13.0 **ADDITIONAL EXPENSES OR CHARGES**

- I understand that there are additional expenses above and beyond the “EVENT” travel costs that are my responsibility. These may include but are not limited to meals, local transportation, tips, gear and equipment, additional charges resulting in changes in travel arrangements, baggage fees, and fuel surcharges.
- I understand that transportation to and from the “EVENT” destination is my responsibility. I may make these travel arrangements on my own or with “EVENT” representatives; in either case it will be at my own expense.

ADDITIONAL PROVISIONS

I understand that this agreement and waiver and the rights and obligations of the parties will be construed and take effect in accordance with and be governed by the laws of the government of Canada.

I agree and acknowledge that I am over 18 years of age; that I have read this agreement and understand its terms and conditions, and, that if any portion of it is held invalid, the balance shall continue in full force and effect.

Name of Participant

Name of Witness

Signature of Participant

Signature of Witness

Date

Date

Questions, comments or concerns? Please contact:

Brian Lim

brian.lim@mssociety.ca

416-922-6600 x3142

THANK YOU FOR JOINING THE MOVEMENT TO END MS!

NON-REFUNDABLE REGISTRATION FEE PAYMENT & CREDIT CARD AUTHORIZATION

FIRST NAME: _____ LAST NAME: _____

Registration fee Payment: Certified Cheque (enclosed)

Credit card (check one):

VISA MASTERCARD AMEX

CARD NUMBER: _____ EXPIRY DATE: _____

NAME OF CARD HOLDER: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

I hereby authorize the MS Society of Canada to charge my credit card for the above amount for the non-refundable, non-receiptable, non-transferable registration fee payment towards the 2011 Race4MS

SIGNATURE: _____

EMERGENCY CONTACT INFORMATION

EMERGENCY CONTACT:

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

TEL. [DAY]: (_____) _____ TEL. [EVE]: (_____) _____

FUNDRAISING HISTORY

1. Why are you participating in the EVENT? What is your motivation?

2. Why did you choose this particular EVENT?

3. What do you know about multiple sclerosis, the MS Society of Canada, and any of its fundraising events?

4. Have you fundraised for the MS Society in the past (if so, please indicate which events or campaigns)?

5. Have you fundraised for any not-for-profit organization in the past (if so, please indicate which not-for-profit organizations)

ACTIVITY HISTORY

1. Please list any activities you participate in, and the frequency which you participate. Please be as detailed as possible.

(Example: I work out at my local gym, four times a week or two hours each time. I use the treadmill for an hour, and then weight training for another hour. I have regularly been going to my local gym for the past three years. I also participate in the Toronto Marathon (half-marathon), and train three days a week for four months before the marathon).

2. Please briefly outline how you intend to train for (e.g. cardio workout four times a week, regular runs with Race4MS group, personal trainer, etc.)

3. Please outline your plan to reach your fundraising goal; be as detailed as possible.
