



It starts with Scouts.  
Tout commence avec les Scouts.

Scouting Service Center – Ottawa  
1345 Baseline Road, Ottawa, ON K2C 0A7  
T: 1-613-225-2770 | TF: 1-888-726-8876 | F: 1-613-225-2802



## Fundraising Request and Approval - NOC

Group Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Fundraiser Name or Type: \_\_\_\_\_ To provide funds for: \_\_\_\_\_

Inclusive Date(s) of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Describe This Fundraiser:

Please provide details of how the funds are being earned (e.g. food and beverage sales, coat check, car parking, car wash, cleanup of grounds etc.); who will be involved; partnerships, required Food Permits, if applicable.  
*(Lotteries and Raffles – see page 2)*

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Is the event in accordance with Scouts Canada’s policies, especially the Conflict of Interest Policy? YES \_\_\_ NO \_\_\_

Does the event conflict the Partner’s policies? YES \_\_\_ NO \_\_\_

If selling a product, is it a reasonable value for the price? YES \_\_\_ NO \_\_\_

Will this event appeal to the public? YES \_\_\_ NO \_\_\_ Please explain \_\_\_\_\_

Are we providing a community service? YES \_\_\_ NO \_\_\_

Are boundaries of other Scouting groups respected? YES \_\_\_ NO \_\_\_

Are we jeopardizing anyone’s employment or business? YES \_\_\_ NO \_\_\_

Are the total person’s hours a good value for time spent? YES \_\_\_ NO \_\_\_

Appropriate Municipal licenses/permits required? YES \_\_\_ NO \_\_\_

If a contract or agreement is required with a third party it is attached to this form? YES \_\_\_ NO \_\_\_

Is proof of insurance required? Does the other party required to be Named as Additional Insured? YES \_\_\_ NO \_\_\_  
(Certificate of Insurance request form found on NOC website.)

**Forward to Area Commissioner for review – then send to Council Office for approval.**

\*(if Area Commissioner is not available, forward directly to Council Office via scanned e-mail or mail)

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Area Commissioner)

Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Council Commissioner or Executive Director)



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# Fundraising Request and Approval - NOC

## Lotteries and Raffles

1. Groups holding a raffle/lottery must have approval from their partner/sponsor.
2. Requests are to be sent to the Council Office approximately 30 days prior to commencement of ticket sales. Request can be sent by e-mail, fax, or mail.
3. Requests must include:
  - a. Confirmation that the Scouting Partner approves the activity.
  - b. Price of the tickets.
  - c. Draw date and location.
  - d. Value of the prize(s), and confirmation that funds are available to pay for the prizes.
  - e. Estimated net revenue.
  - f. Copy of the municipal licensing agreement or application (if applicable).
  - g. Copy of the Group meeting minutes that approved the fundraiser.
4. Final report should be submitted to the Council within 30 days of the draw and include:
  - a. List of prize winners
  - b. Cost of prizes
  - c. Revenue and expense statement