



"Where Kids Come First"

Thank you for your interest in hosting a fundraising event on behalf of our Angel Hair for Kids.™ Program

Angel Hair for Kids™ is a signature program of A Child's Voice Foundation™ that turns donated hair into wigs for children from financially disadvantaged families who have lost their hair due to medical conditions and treatments. These wigs and related services are provided to at no cost to children or their families. As we do not receive funding from the government or any outside organizations, fundraising events like yours help us make this dream a reality.

Please find enclosed detailed information and guidelines for hosting a fundraising event on behalf of the foundation and Angel Hair for Kids.

We have also included a trademark usage waiver form and event request form that must be submitted to the foundation for approval prior to hosting your event.

Thank you for supporting A Child's Voice Foundation, a place where "Kids Come First"

Sincerely,

Roslyn Yearwood
Executive Director
A Child's Voice Foundation



"Where Kids Come First"

About The Foundation

A Child's Voice Foundation™ is a national not-for-profit organization dedicated to creating and managing programs that provide tangible help and will make a real difference in the lives of financially disadvantaged children in Canada. Our mission is to support and enhance the physical and emotional well-being of these children by providing products and services not otherwise provided by levels of government, insurance or other organizations. We strive to fill in the cracks, bridge the gap and open a door when all others have closed.

For over 13 years, the foundation has worked to improve the lives of children across Canada through its programs, Angel Hair for Kid's™, Kids Life Line and Kid's Nutrition and Life Skills Club.

A Child's Voice Foundation works directly with health and social care professionals to reach children who are falling between the cracks. These children are in need of products, services and support that their families are unable to afford and are not funded or provided elsewhere. Our focus is to enhance the quality of a child's life with assistance that will have a lasting, long term effect. By listening to the needs of children we are able to operate a foundation "Where Kids Come First".

Currently, the foundation and its programs rely solely on the generosity of public and corporate donors and the fundraiser it holds annually. We do not receive any funding from the government or any other charitable organization.

Our Vision

Our vision is for every child in Canada to receive the assistance that they need to improve their quality of life.

Our Values

We are committed to conduct ourselves with compassion, integrity and respect working in harmony with our community to fulfill our mission and vision.



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About Angel Hair for Kids

Angel Hair for Kids is a program of a Child's Voice Foundation that provides wigs and hair loss solutions to financially disadvantaged children who have lost their hair due to a medical condition or treatment. Using hair that is generously donated to the program, Angel Hair for Kids can create wigs and hair systems and provide them to children in need at no cost to their families. Since its inception three years ago the program has provided wig systems at no charge to over 150 children and the demand is steadily increasing.

Every year thousands of children in Canada will lose their hair due to conditions such as cancer treatments, alopecia and even burns. We believe that providing a wig or hair loss solution will increase self esteem and improve self image, helping them to feel more like themselves again during a very difficult, upsetting and sometimes painful time in their lives, we hope that they will be able to face their condition and daily life with a greater confidence. Since the program's inception only three years ago we are proud to say that we have helped over 150 children, and the demand is steadily increasing.

This special program is unlike any other and is the only one of its kind in Canada. Every Angel Hair for Kids recipient is given a personal appointment at a salon that specializes in wigs and hair loss. These salons have been pre selected by the foundation due to their experience, ability and desire to work with children in need. Each professional generously donates their time and service as part of the program. With care and compassion the experts walk the child and their family through the process of selecting a wig or hair loss solution that meets their needs. Once selected, the hair prosthesis is fitted and styled especially for that child making it their very own. In addition, the child will receive a kit that includes a wig stand, shampoo, hair brush and care instructions. If a child is too ill to come in to the salon Angel Hair for Kids will arrange for a salon professional to come to them.

It takes 10-12 donated ponytails to make one wig or hair prosthesis and \$800.00 per system is budgeted by the foundation to cover manufacturing costs. Angel Hair for Kids welcomes both hair and financial donations so that the necessary resources are available to provide children with this much needed service.

A Child's Voice Foundation is committed to understanding the needs of children and celebrating their diversity. Research is conducting regularly to better understand hair loss conditions and the children affected by it as well as to gain a greater understanding of how best to help those children and their families through the process and difficult time in their lives.



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Angel Hair for Kids Fact Sheet

- ✂ Angel Hair for Kids™ is a program of A Child's Voice Foundation™, a national not-for-profit organization founded in 1995 with the mission to create and manage programs that provide tangible help that will make a real difference in the lives of financially disadvantaged children.
- ✂ The three programs of a Child's Voice Foundation are Angel Hair for Kids™, Kid's Life-Line and Kid's Nutrition & Life-Skills Club.
- ✂ Children's' hair loss is a growing epidemic in Canada, and thousands are affected each year. Angel Hair for Kids™ is the only program of its kind in Canada that provides human or synthetic hair wigs or specialized hair system for children from financially disadvantaged families who have lost their hair as a result of medical conditions or treatment such as Alopecia, Burns and Cancer chemotherapy and radiation treatments.
- ✂ It takes 10-12 donated ponytails to make one wig or hair prosthesis and \$800.00 per system is budgeted by the foundation to cover manufacturing costs and related services.
- ✂ Angel Hair for Kids™ accepts hair donations under the following guidelines:
 - Hair must be at least 10 inches/25cm (pull curly hair straight before cutting).
 - Hair must be clean and completely dry.
 - Braid hair and secure at both ends, cut above the elastic. Use as many ponytails or braids as necessary for haircut.
 - Wrap hair in tissue and place in a bag; include contact information for a certificate of appreciation.
- ✂ Currently, the program does not receive funding from the government or any other external organization. Fundraising is conducted year round through community events as well as our annual fundraiser.
- ✂ Angel Hair for Kids welcomes both hair and financial donations so that the necessary resources are available to provide children with this much needed service. If you are interested in making a donation or hosting a fundraiser please visit www.achildsvoicefoundation.ca or contact us Toll Free at 1-888-837-3354



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Fundraising Event Guidelines

A Child's Voice Foundation™ is committed to helping you host a successful event on behalf of our Angel Hair for Kids™ program. Please review the following event guidelines, then fill out and submit the event and trademark request forms.

Organizers Responsibility

- To maintain communications with the foundation
- To ensure all forms are complete
- To maintain accurate records to be submitted to the foundation
- To act as an ambassador of Angel Hair for Kids and A Child's Voice Foundation

Print Materials, Media and Marketing

- All materials created for the event must be approved. Please forward a copy of all materials to the foundation prior to distribution or posting.
- Information on the foundation and the Angel Hair for Kids program used for print, media and display must come directly from the materials supplied by the foundation or its representatives.
- If contacting the media the foundation must be informed. Please submit the media contact information to the foundation.

Partnership with Other Organizations

- If the fundraising event will represent and/or benefit an organization or foundation alongside Angel Hair for Kids this must be approved by A Child's Voice Foundation. Approval will be based on the event plan and description.

Documents and Reports

The following are to be returned to the foundation after the event:

- Hair Donator and Image Release Forms
- Taxable Receipt Forms
- Donation log and monetary donations. To be submitted within 30 days of event



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Event Request Form

Please tell us about the Angel Hair for Kids event that you would like to organize. Fax or mail the completed form to A Child's Voice Foundation for review and a representative will contact you to confirm your event or request further information.

Organizer's Name:

Mailing Address:

Phone Number and

E-Mail:

Date of Event:

Location:

Event Description:

If there will be another organization or foundation represented at your event please fill out the following:

Organization Name:

Phone Number and

E-Mail or Website:

Contact Person:

Brief Description:

Please note that events raising funds for other organizations utilizing the Angel Hair for Kids materials including, name, program information and trademarked logo will be required to donate a minimum of 25% of the monies raised to A Child's Voice Foundation to ensure we have the necessary resources to turn the donated hair into a prosthesis for a child and provide them with our personalized hair solution services.

I accept the responsibility of arranging a fundraising event on behalf of Angel Hair for Kids™, a program of A Child's Voice Foundation™. I accept the rules, regulations and conditions set forth in the Event and Donation Guidelines.

Signature: _____ Date: _____



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Event Request Form

Use of Trademarked and Copyrighted Material For Angel Hair for Kids Special Events

The intellectual property of A Child's Voice Foundation and the Angel Hair for Kids program including without limitation all editorial materials, informational text, photographs, illustrations, artwork and other graphic materials, and names, logos, trademarks and service marks are the property of A Child's Voice Foundation and are protected by copyright, trademark and other intellectual property laws.

You agree not to reproduce, retransmit, distribute, disseminate, sell, publish, broadcast or circulate any such material to anyone without the express prior written consent of A Child's Voice Foundation.

Unless you have received written agreement from A Child's Voice Foundation, (a) it is illegal to copy or use any portion of an image or text whether by photographic means, scanning, digital copying, or as reference for another illustration; (b) it is illegal to incorporate all or part of an image into another image. Changing an image does not make it yours. The original image, however modified or distorted, is still protected by copyright.

You agree that any unauthorized use, publication or transmission of any image by you is an infringement of copyright and you will be responsible for fees, damages and compensation.

Event Name: _____

Event Contact Person: _____

Event Contact Phone: _____

Event Date: _____

I have read and understand my obligations to uphold the tenets of the above stated usage conditions of trademarked and copyrighted material of A Child's Voice Foundation™ and Angel Hair for Kids™.

Signature _____

Date _____



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Media Tips

Having the media attend and/or cover your event can be very exciting. Here are some tips for getting the media attend your event or cover your accomplishments after the event. If you have any questions about contacting the media please contact the foundation, we are always happy to help.

1. Complete the press release provided
2. Submit the press release to the foundation for approval
3. Create a list of media you would like to contact, television, newspaper and radio.
4. Contact each media organization, tell them about your event and find out who you should send the release to. Record their contact information on your list for follow-up.
5. Fax or e-mail your approved press release to the appropriate contact. Try to send 1-2 weeks prior to the event
6. A couple of days before your event follow-up by calling each media contact to remind them about your event.
7. If they do not attend the event you may send a post-event press release telling them exciting details from your event with some pictures. Include exciting facts like, total ponytails collected, longest ponytail, total funds raised, quotes or stories from donators.



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Press Release

FOR IMMEDIATE RELEASE

SUPPORTING ANGEL HAIR FOR KIDS

Event Details: _____

WHO: _____

WHAT: _____

WHERE: _____

WHEN: _____

Angel Hair for Kids is a program of a Child's Voice Foundation that provides wigs and hair loss solutions to financially disadvantaged children who have lost their hair due to a medical condition or treatment. Using hair that is generously donated to the program, Angel Hair for Kids can create wigs and hair systems and provide them to children in need at no cost to their families. Since its inception three years ago the program has provided wig systems at no charge to over 150 children and the demand is steadily increasing

For Media Inquires Please Contact:

Contact: _____ Phone Number: _____
(Event Coordinator)

OR

Nicole Sykes
Director of Communications and Program Development
A Child's Voice Foundation
(905) 275-3434 Toll-Free 1-888-837-3354
nicole@achildsvoicefoundation.ca



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Event Checklist

Pre Event

- Submit the Event and Trademark Request Forms to A Child's Voice Foundation
- Create promotional materials using the Angel Hair for Kids™ and A Child's Voice Foundation™ Logos and messaging from the ``About Angel Hair for Kids, About the Foundation and Key Message`` pages supplied in the package
- Submit materials created to the foundation for approval before display and distribution
- If you would like the media to cover your event use the media tips and press release provided and submit a copy to the foundation
- Submit T-Shirt Order Form so you will have them for your event

Event Day

- Use either the Taxable Receipt Forms (smaller events) or the Donation Log (larger events) to track donations.
- Have printed information for your event and Angel Hair for Kids available for guests and media.
- Ensure that EVERY person donating hair completes the Hair Donation form and place this form in the bag with their hair donation.
- If you ordered Angel Hair for Kids T-Shirts have hair donators, volunteers and event coordinators wear them for your big day.
- If you will be submitting images of your event ensure that those appearing fill out Image Release forms for you to submit with the pictures.
- HAVE FUN!

Post Event

- Submit donation log or tax receipts and funds raised to A Child's Voice Foundation within 30 days of your event.
- Submit all hair donations with Hair Donor Consent forms. Each donator will be sent a Certificate of Recognition.
- E-mail or mail images from your event with Image Consent forms.
- Send a list of media who attended or will be covering the event with contact information. Send a copy of the media piece if possible.



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Donation Guidelines

Hair Donations:

1. Please ensure your hair has been washed and thoroughly dry before it is cut.
2. Hair must not be chemically treated or processed.
3. The hair donation must be a minimum of 10"/25cm.
4. Pull curly hair straight to measure during cutting procedure.
5. Have your hair cut at a salon or by a person familiar with hair cutting.
6. Secure ponytails or braids with rubber band.
7. Wrap the hair in tissue paper.
8. Place hair in an envelope and include a donator's contact information so we may mail their certificate of appreciation. (Please print clearly).
9. Mail or deliver the hair donation to A Child's Voice Foundation office.

Fundraising and Monetary Donations:

1. If you are interested in doing a public event or canvassing for funds, ensure that you have received a fundraising event package and that you have returned all require documentation to A Child's Voice Foundation.
2. If you are canvassing for funds ensure that all donors know about the Angel Hair for Kids program through information and materials provided by the foundation.
3. Donations of \$20.00 and more will be receipted by the Foundation.
4. For events and canvassing please submit the donation log to the foundation along with all monies raised to ensure that each person entitled to a tax receipt receives it.
5. All financial donations must be submitted to the foundation within 30 days of the event or deposited at any TD Canada Trust Location.
6. We accept Visa, MasterCard and American Express. The transaction will appear on your statement as a donation to A Child's Voice Foundation™. Your tax receipt will indicate that you donated to the "Angel Hair for Kids program"

Please print clearly and return to A Child's Voice Foundation



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Hair Donation Consent

NAME OF HAIR DONOR: _____
MAILING INFORMATION: _____ _____ _____
LOCATION OF HAIR CUTTING: _____

HAIR DONOR CONSENT

1. I understand and agree with the purpose of the hair-cutting event I have freely chosen to do on behalf of Angel Hair for Kids.
2. I agree that I will abide by the rules, regulations and conditions set forth in the Rules of Conduct Agreement for Angel Hair for Kids™ hair donations.
3. I understand the hair donated becomes property of A Child's Voice Foundation
4. I agree to release and waive any and all liability and discharge A Child's Foundation and its agents and volunteers from any claims or demands that might arise in connection with any accident, illness, injury, or other consequence or event arising from my actions or participation in this Angel Hair for Kids™ event.

I, or on behalf of my child/ ward: _____ give my permission as set out above
(Print Name)

Signature of Donor or Parent/Guardian: _____

Date: _____



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Image Release Form

I _____ (Name of Participant or Legal Guardian) on my own behalf or on the behalf of _____ (Name of Minor) I hereby acknowledge and agree that the that by signing this release I give Angel Hair for Kids™ my permission to use the images for media purposes which may included among others, advertising, promotion and marketing.

I, on my own behalf and/or on behalf of my child/ward, give permission to the media, volunteers and staff present to photograph and record me and/or my child/ward's image and voice on still photographs, motion picture film, audio tape, video tape or digital media and to use this material, in whole or in part, now and in the future, through television, film, Internet, multi-media presentation, radio, videotape, in printed form and display form for the promotion of this event and/or: **Angel Hair for Kids**, or other organizations which are taking part in the event. I, on my own behalf and/or on behalf of my child/ward assign and transfer to the above mentioned organizations any and all proprietary rights, including copyright, and waive all personality rights, which I may have or my children/wards may have in this material. This consent will remain in effect indefinitely.

Angel Hair for Kids and all other organizations or companies, are only responsible for official uses of photographs and recordings. Any personal uses by other participants in the event, outside of promotional uses outlined above, are not monitored by or the responsibility of these organizations and their staff or volunteers.

I agree that I have no rights to the images, and all rights and images are the property of A Child's Voice Foundation™. I acknowledge and agree that this release is binding.

Date _____

Participant Name _____

Signature _____

To be completed if participant is a minor:

Relationship to Participant _____

Name of Guardian _____

Signature _____

Participant Date of Birth _____



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Taxable Receipt Form

Event Name or Coordinator	
Last Name	
First Name & Initial	
Street Address	
Town or City	PR
Postal Code	
Donation Amount	
Visa___ MasterCard ___ American Express ___ Card# _____ <div style="text-align: right;">Expiry Date _____</div>	
Last Name	
First Name & Initial	
Street Address	
Town or City	PR
Postal Code	
Donation Amount	
Visa___ MasterCard ___ American Express ___ Card# _____ <div style="text-align: right;">Expiry Date _____</div>	

* Please print as many as needed



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T-Shirt Order Form

Your Order

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Indicate the number of T-Shirts in each size

Youth T-Shirt - \$12 S ___ M ___ L ___ XL ___

Adult T-Shirt - \$15 S ___ M ___ L ___ XL ___

Please add \$3.50 per T-Shirt for Shipping. Prices include tax.

Method of Payment:

We accept all major credit cards, cheques and cash.

Total Amount Payable: \$ _____

Credit Card ___ Cheque ___ Cash ___

Credit Card Information: Visa ___ Master Card ___ American Express ___

Credit Card #: _____ Expiry Date: _____

Name on Card: _____ Signature: _____

Please make cheques payable to: A Child's Voice Foundation™

Mail the order to:
A Child's Voice Foundation
3034 Palstan Road, Suite 301
Mississauga, ON L4Y 2Z6

