

2012 RED DRESS RUN – CHARITY SELECTION REQUEST FOR PROPOSAL

Background

The Edmonton Hash House Harriers (EH3) are part of an international fellowship of runners who regularly run and socialize together. Each year we host a Red Dress Run which is a charity funding raising event.

In the past, our funding raising has supported the following charities: Community Options, The Cross Cancer Institute, The Hope Mission, The Support Network, Boyle Street Co-op, iHuman, Bosco Homes, Zebra Child Protection Centre, Camp fYrefly and Cystic Fibrosis Foundation.

About EH3

The Hash House Harriers are a "Drinking Club with a Running Problem". It is an international organization with chapters in most major cities worldwide and many smaller ones too. Members of the organization refer to themselves as "hashers". The Edmonton chapter was founded in September 1991 with 9 runners. Over 2000 Edmontonians have run at least once with the EH3, and we currently have over 200 active hashers. The EH3 chapter is very large and offers a variety of hashing opportunities on a regular basis including the main hash on Saturdays, Strathcona hash on Sundays, walking hash, biking hash and a full moon hash. The average pack at the main hash is around 80. Individuals who become regular participants will receive a nickname which acknowledges their acceptance into the "hash family". These names range from the comedic to vulgar. Hashing is a hound and hare concept. The hare lays flour for trail and the hounds follow the trail. After the running of the trail, the pack adjourns to a pub for socializing. It is a fun way to get outside for a little exercise and meet new friends.

About the Event

The Red Dress Run (RDR) event will be held on Saturday, April 28, 2012 in Edmonton. Funds are raised through direct donations, a live auction and a silent auction. The event runs from Noon until 11:00pm or later. The day starts with a run (or walk) with stops in several bars for socializing and charity donation collections, dinner followed by live and silent auctions and a dance. We are a lively group. We generally have approximately 200 individuals participate in the event. All participants don red dresses; the zanier the better. This event involves alcohol. Visit our website (www.eh3.org) for pictures from our previous RDR events.

Proposal

The EH3-Red Dress Run (RDR) Committee is accepting charity applications for the 2012 event. We prefer to fund specific project(s) that the Charity is undertaking, which benefits local citizens.

We require the following commitment from the Charity:

- Charity representative must be part of the planning committee. Meetings are held on a monthly basis in the evening starting February (more as we approach the event date).
- Volunteers are needed from the Charity to augment the EH3 volunteers.
 - On day of event, commit approximately 12 volunteers. Volunteers are needed through the event from approximately 1:00 pm until 10:00pm to assist in a variety of activities. During the actual run from approximately 1:00pm until 4:30pm – volunteer duties are very light. Duties are: assist with set up, t-shirt distribution, liquor ticket sales, 50/50 ticket sales, silent auction, rolling coins, and cash desk.
 - Ability to operate the cash desk and balance the receipts at the end of the evening. This could take approximately 4 volunteers.
- In order to process payment for auction items and day of charity donations, it is a mandatory requirement that the charity provide at least one wireless Credit and Debit Card machine. From previous experience we have learned that this is a necessity for smooth auction operation.
- Ability to donate a few items toward the silent or live auction.
- Must issue tax receipts within 60 days of event.
- Participate in the actual Red Dress Run.

We will provide the following to your Charity:

- On the day of event, volunteers who are working the evening, will be provided dinner.
- We historically raise between \$15,000 to \$20,000 during this event through the live and silent auctions and donations. This is the amount that has been donated to the charities in each of the past several years. Participants must pay an event fee which is used to cover the cost of the event. Note: we cannot guarantee the amount that we will raise.
- A unique experience. A chance to be seen and walk or run in a red dress in the community.

Proposal Response:

Please format your proposal to address the items below. Please submit them in the order provided with the assigned numbers below. It will make our job of reviewing the applications much easier.

1. Provide charity contact information including address, phone number and email. This is who you want us to contact during the proposal selection process.
2. Provide a brief overview of your charity.
3. Provide your charitable registration number.
4. This event involves alcohol. Please confirm that this does not conflict with your organization's values and will not be detrimental to your volunteers.

5.
 - a. Are hashers already involved with your organization?
 - b. If so, who are they?
 - c. What position do they hold in your organization?
6.
 - a. Will you be able to meet the volunteer requirements identified in the RFP?
 - b. If so, how?
7. Describe your Charity's experience with providing volunteers for similar type of events.
8. Describe your Charity's experience with supporting a live and/or silent auction.
9.
 - a. Does your Charity have any specific software or tools that you use to support charity fundraising?
 - b. If so, please describe them and how you would use them at this event.
10. Describe your process and guidelines for issuing tax receipts i.e. cash donations, auction items (services versus tangible product).
11.
 - a. Do you require proof of value of item donated?
 - b. If so, what proof do you require?
12. Confirm that you will be able to issue tax receipts within 60 days of the event.
13. Confirm that you will be able to donate some items for the live or silent auction.
14. Confirm that you will be able to provide at least one wireless Credit and Debit Card machine for the day of the event.
15. Confirm you will be able to provide a letter to EH3 indicating the receipt of money and how the funds were used within 9 months of the event.
16. If the 2011 event raises dollar amounts similar to what we have experienced in the past, describe how your charity will use the funds on appropriate projects?
17. Please provide a paragraph description of the specific project (s) to be funded. Describe how it/ they will benefit the community. If you are submitting more than one project, please provide a paragraph description for each project. If you are submitting more than one project, please provide your priority funding preference.

Charity Selection Schedule:

Activity	Deadline	Information
Charity Proposal Submission	Tuesday, January 17, 2012 before 8pm	Submit your proposal electronically to Cindy at eh3reddress@shaw.ca
Charity short list developed	Tuesday, January 24th	The RDR committee will meet on this date and select up to 3 charities to continue to the presentation phase of the selection process.
Notification of short list	No later than Thursday, January 26th	All charities will be notified of their placement in the selection process.
Final presentation	Tuesday, January 31 ^h between 6pm – 8pm	By invitation only, up to 3 charities will receive 20 minutes with the selection committee for a presentation and question and answers session.
Notification of selection	No later than Wednesday, February 1, 2012	The short listed charities will be notified of the selection outcome.

If you have questions or would like clarification on anything, I can be reached at (780) 424-7402 evenings or email me at eh3reddress@shaw.ca

Thanks for your consideration,

“ Numb Tongue” (Cindy King)
2012 Committee Chair