



## Create Your Own Event Details and Agreement

PLEASE NOTE: Guidelines have changed. Expenses must be approved by Team Diabetes prior purchasing traveling and associated expenses.

We recognize that there are many fabulous runs, walks, hikes & cycling events all around the world and we can help you achieve your personal goals while raising funds for Diabetes Canada!

With each unique destination comes planning and your personal touch. And for this reason, we have created a process that allows you to design and own your own experience.

To Create Your Own Adventure in support of Diabetes Canada:

**1) Build your event based on the following expense parameters:**

- a) For Canadian Destinations:
  - i) Flights: A maximum of \$700 round trip
  - ii) Transfers to and from hotel: maximum of \$100
  - iii) Accommodation: A maximum of three (3) nights at a maximum of \$200 /night
  - iv) Event Registration: A maximum of \$300
  
- b) For International Events:
  - i) Flights: A maximum of \$1300 round trip
  - ii) Transfers to and from hotel: maximum of \$100
  - iii) Accommodation: A maximum of five (5) nights at a maximum of \$250 /night
  - iv) Event Registration: A maximum of \$300
  
- c) For Complete Tour Operator Style Arranged Event Packages
  - i) A maximum of \$3000 (regardless of flight inclusion or not)

- 2) Return completed form to [TeamD@diabetes.ca](mailto:TeamD@diabetes.ca) for review and approval.
- 3) Approved forms will be returned with Fundraising Goal and a link to set up your personal fundraising page.
- 4) Purchase your event package and hold on to your receipts
- 5) Once you have reached the agreed upon fundraising goal, you will be provided with a form to complete and submit your receipts for reimbursement. Receipts must match the amount agreed as submitted.



## Detailed Expenses for Approval:

Name of Event:	
International or Canadian	
Date of Event:	
Accommodations:	
Round Trip Air:	
Registration Fee:	
Total Expenses:	

\*To be completed by Diabetes Canada:

Fundraising Goal:	
Fundraising Deadline:	
Amount to be reimbursed with receipts:	



Create Your Own Event Fundraising Agreement:

I, \_\_\_\_\_ as a participant of Choose Your Own Event (*Insert year* \_\_\_\_\_) agree to raise the minimum amount as stated above for Diabetes Canada. I have reviewed these deadlines and understand that permission to transfer to another event will not be given.

I understand that I will only be reimbursed for the originally agreed upon amount provided to Diabetes Canada at the time of this agreement, regardless of any cost increase after agreement has been signed.

If I have not met the fundraising goals by the deadlines noted above, I agree to and fully understand that I will not be reimbursed for my full program costs.

I accept the terms and conditions below.

Participant Signature:

Diabetes Canada Signature:

\_\_\_\_\_

\_\_\_\_\_

Date:

Date:

\* Terms and Conditions

Participant is responsible for payment to any suppliers used for their "Create Your Own" event. Participant is also responsible for any and all cancellation penalties. Travel insurance is recommended and should be purchased at the time of trip purchase.

Reimbursement will be made to the participant upon submission of supplier receipts. The maximum reimbursement amount will be the originally agreed upon costs, or 50% of the total funds raised, whichever is lower.

All events are undertaken at participants own risk.