



CANADIAN ORGANIZATION FOR TROPICAL EDUCATION AND RAINFOREST CONSERVATION

Volunteer and Fundraising Support Information

Thank you for considering to support COTERC by volunteering your time to host an event to fundraise for the organization. With your help, we will continue to endeavor to meet our goals of educating the world about the rainforest ecosystem as well as maintain our research and conservation initiatives in Costa Rica.

This comprehensive information package will give details about how you can volunteer your time and energy in helping COTERC meet its objectives and also help to define the role of a supporter of the organization.

Please take some time to read through the following information to determine what fits your needs the best. It is highly beneficial to all supporters to be well informed in advance of making the decision to partner with COTERC. Thank you for your attention.

HOSTING AN EVENT

Please note that this information package includes details about how to establish support from COTERC for your event. This information does not pertain to events hosted by the Organization itself. All events bearing the COTERC name will need to be reviewed and approved in advance of the event occurring. To see the list of events already approved, please visit the COTERC webpage at www.coterc.com to see the most up to date calendar of events.

Before deciding to host an event with the support of COTERC, please insure that you are able to meet the following requirements.

Requirements

1. I have read and understood the independent event hosting information in this document.
2. I have obtained any and all necessary permits to host my event.
3. I have agreed to and signed the Event Plan and returned to COTERC before hosting the event.
4. I have contacted the Director of Events and Volunteers and discussed my Event Plan
5. I am able to transport myself and needed materials to and from the location that I will host the event at.



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Independent Event Hosting Information

Thank you so much for considering to host an event to help support COTERC. We are grateful to have such wonderful friends who wish to keep this organization strong. Your support helps us in several ways. By hosting an event, you help to bring awareness of COTERC and its objectives to an ever increasing audience, you help to increase the number of friends of COTERC and possibly inspire them to become Members and you can even help to raise needed funds to support our ongoing conservation and education programs.

There are many choices in events that you can host. Some of the more popular events include card game tournaments such as poker or euchre, barbeques, charity sporting events like bowling or even yard sales. If you would like to see a large list of ideas, just visit our webpage at www.coterc.com and go to the Events section.

When thinking of hosting an event to help support COTERC, the organization will be happy to offer support right back! In discussion with the Director of Events and Volunteers, you can choose from a list of different resources that COTERC will make available to any approved event. Here is a list of resources that COTERC will make available:

COTERC Event Support Resources

Available only within the Greater Toronto Area = **GTA**

- **Marketing of Event**
 - **Placement on the Events calendar**
The event title and date will appear in the calendar of events listed on the COTERC webpage (www.coterc.com)
 - **Poster Templates**
Several pre-generated posters are accessible and can be made unique for your event.
 - **Members Newsletter**
An events newsletter will be e-mailed to all Members twice a year. Your event will be included in the newsletter with a brief description.

- **Materials for Event**
 - **Signs and Banners **GTA****
COTERC has several signs and banners bearing the organizations official logo and title which can be displayed at the event.
 - **Display Boards **GTA****
COTERC has two complete display boards that give information about the organization which can be displayed at the event
 - **Information Pamphlets**
COTERC can provide information pamphlets such as the Membership Pamphlet and CPBS Volunteer Pamphlet for the event (*quantities limited*)



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- **Directional Signs GTA**
COTERC has several pre-made directional signs that can be used to point guests to the event location.
- **Board Member Presence at Event GTA**
 - Depending upon availability, a member of the Board can be present at the event to help with information about COTERC or other pre-approved duties.

To submit an event proposal, please fill out the attached form and send a copy to info@coterc.org. The Director of Events and Volunteers will contact you to discuss further.

COTERC Student Representative Program

Have you been to CPBS recently? Are you a student in a college or university and would like to include CPBS in your future? We want to help! Together we can work towards getting you back to the Station to further your studies and ultimately help us conserve the beautiful rainforest we are working to protect.

Before applying to become a COTERC Student Representative, please insure that the following applies to you.

Criteria

1. I have travelled to and volunteered my time at CPBS.
2. I am a student in a recognized post-secondary institution or have recently graduated.
3. I have contacted the Station Manager and declared my intention to apply for this program.

After discussion with the Station Manager, applicants will be approved on merit by the Station Manager and Research Coordinator, from interns and volunteers who have participated at the Cano Palma Biological Station.

Benefits of Becoming a COTERC Student Representative

So what do you get for all of your hard work? COTERC is very appreciative for everything that our supporters do for us. Exclusive to the Student Representative Program, participants receive specialized assistance with projects and can earn special benefits upon completion of their approved projects. Here is what you could get:

1. **One free week accommodations at CPBS for every three presentations completed**



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- With sign-in sheet including: date, name of university, name of department, names of attendees and course they're studying/department they're involved with, email addresses of those who want more information from the station
 - Photos of event
- 2. One free week accommodations at CPBS for every University group or department that books a trip to CPBS.**
 - With signed verification of referral from University representative
 - 3. One free week accommodations at CPBS to the student representative who raises a minimum of \$1000 through fundraising for COTERC.**
 - Fund raising method approved by COTERC
 - Funds have been received by COTERC
 - 4. Title of "COTERC Student Representative" officially recognized by COTERC.**
 - Student will receive a certificate from COTERC Board of Directors upon completion of project
 - 5. Specialized presentation resources.**
 - An adaptable power-point presentation
 - Access to additional photos on request
 - Access to additional research data on request
 - 6. Web site acknowledgement**
 - If you host an event/fundraiser it will be posted on the COTERC website
 - You will be officially acknowledged for your support on the website

Following approval from Station Manager, please fill out the attached form and send a copy to info@coterc.org. The Director of Events and Volunteers will contact you to discuss further.



COTERC Event Plan

Personal Information (Please print clearly)

Name: _____

Phone: _____

Email: _____

I am a current Member of COTERC: Yes No (circle one)

I have visited CPBS: Yes No (circle one)

Event Support Request

Event Name: _____

Event Type: _____

Date of Event: _____ Time: _____
(dd/mm/yyyy)

I would like to have the following resources: (Please circle your choices)

COTERC Poster

COTERC Banner

Directional Signs

COTERC Display Board

COTERC Information Pamphlets

COTERC Board Member

*****Please attach a summarized proposal of the event that you wish to host.***