



Kidney.ca/ontario

Kingston Chapter | Ontario Branch

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**THE EPILEPSY AND SEIZURE
DISORDER RESOURCE CENTRE**
OF SOUTH EASTERN ONTARIO
100 Stuart Street, Kingston, Ontario K7L 2V6
www.epilepsyresource.org
(613) 542-6222

December 5, 2013

Sarah Somers
Regional Headquarters – Ontario
Correctional Service of Canada
433 Union St.
PO Box 1174
Kingston, ON K7L 4Y8

Dear Ms. Somers,

PROPOSAL FOR KIDNEY / EPILEPSY KINGSTON PENITENTIARY TOURS

1. The Kingston Chapter of the Kidney Foundation and the Epilepsy and Seizure Disorder Resource Centre of South Eastern Ontario would like to express their combined interest in conducting Kingston penitentiary tours in 2014, possibly between April 23 and May 11 if the Correctional Service of Canada is willing to allow tours to continue.
2. There are very few opportunities in the Kingston area to present an event with such an impact both on the visitors and on the charities' ability to raise funds. This is a once in a lifetime opportunity and we hope that the Correctional Service of Canada would be willing to open up Kingston Penitentiary not only to us but also to other charities in the Kingston area. As witnessed by the success of the United Way and Habitat tours, there is obviously a massive interest in the general public to visit the penitentiary.
3. We have spoken with the Kingston CEO of Habitat for Humanity, Ron Ruttan, and he's told what a great experience this was for their organization. He is willing to share his resources and possibly partner with us in this endeavour. We also plan to hire a project coordinator to ensure the success and smooth operation of the tours.
4. We understand that a large number of volunteers is required but feel confident we can recruit as many as we will need. We will model our volunteer recruitment process on the successful system used by Habitat for Humanity.
5. In order for ticket sales to go smoothly, we would employ an agency such as TicketMaster which is capable of handling the sheer volume of sales.

6. Funds raised by the Kidney Foundation will be used to further research into kidney disease, provide direct support for those in our community affected by kidney disease as well as fund programs aimed at preventing kidney disease. All funds raised by the Epilepsy Resource Centre will be used to provide direct support to those affected with epilepsy in our community and will also assist us in providing community education about epilepsy and seizure first aid.
7. After speaking with Habitat, we understand that they did a 3 week commitment, 5 days per week (Wed. to Sun). Tours last about 1 hour and 15 minutes and run every 20 minutes beginning at 8:40 a.m. and ending at 3:00 p.m. We would be following the same schedule.
8. We will also respect the environment of Kingston Penitentiary being sure to leave it as we find it.

The Kidney Foundation (Kingston Chapter) and the Epilepsy Resource Centre are small, health-related charitable organizations who share office space. Each organization has a broad range of volunteers and supporters who can be drawn upon to ensure success of the tours, while our strong working relationship will enable us to partner effectively. Both organizations have extensive experience in organizing major fundraising events. We are fully committed to making a success of this project.

We welcome the opportunity to discuss this proposal in further detail with you. Please do not hesitate to contact us at (613) 542-2121 if we can provide any further information.

Sincerely,



Chapter Coordinator
The Kidney Foundation of Canada
@kidney.on.ca



Executive Director
Epilepsy Resource Centre
@epilepsyresource.org

Additional background information:

The Epilepsy & Seizure Disorder Resource Centre of South Eastern Ontario is a non-profit charitable organization dedicated to improving the quality of life for those affected by epilepsy and seizure disorders. The mission of the organization is to provide support, education and advocacy services for those affected by epilepsy and to be a community resource for epilepsy education and awareness. The organization has been providing epilepsy support in the Kingston area for over 27 years.

The Kingston Chapter of the Kidney Foundation of Canada is people working together for a common cause. We are volunteers, individuals living with kidney disease, donors, and staff members. Our vision is kidney health, and improved lives for all people afflicted by kidney disease. The Kingston Chapter has been in existence for 32 years.

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