

Lera Town Fund Event Registration Form

Please return this completed form to:
ActionAid - Lera Town Fund, Alison Liney, Chataway House, Leach Road, Chard,
Somerset, TA20 1FR

Personal Details

Title _____ Surname _____ First name _____

Date of Birth _____ Supporter Reference No. (if known) _____

Address _____

_____ Post Code _____

Daytime Phone No _____ Evening Phone No _____

Mobile Phone No* _____ Email* _____

* please provide these details if you are happy to be contacted in these ways. You can unsubscribe at any time

Occupation _____ Company _____

Event Details

Name of Event _____ Location _____

Date of event _____ How much do you hope to raise? _____

How did you hear about/have the idea for this event? _____

If you have a special personal reason for taking on this event please give details below,
provided you are happy to share this information

I would like an ActionAid T-shirt to wear at the event.

(N.B we provide one T-shirt free of charge per event- you can order more on our resource
order form included in the fundraising pack)

Small Medium Large Extra large



GOOD LUCK WITH YOUR EVENT AND THANK YOU FOR YOUR SUPPORT

We will not sell or swap your personal details with any other organisations. ActionAid would like to keep you informed about our vital work such as emergencies, fundraising and campaigning. If you do not wish to receive this information please tick this box

LERA TOWN FUND FUNDRAISING AGREEMENT

Thank you for registering to raise money for ActionAid. As you will be collecting money from the public in support of ActionAid, we are required by law to have a written agreement with you.

It is important that you sign and return this copy to us before starting your fundraising and keep the other for your own records.

I agree that I will:

1. Keep details of the names and addresses of and amounts donated or pledged by all donors and provide such details to ActionAid (sponsorship forms are provided by ActionAid)
2. Ensure that all donations of £20 or more are made by cheque from the donor payable not to me but to ActionAid and ensure that these cheques are sent to ActionAid no later than 3 weeks after issue
3. Only use sponsorship forms issued by ActionAid and not use any other type of sponsorship form (unless otherwise agreed with ActionAid)
4. Not raise funds by carrying out house-to-house or street collections
5. Not collect on private property (including the workplace, shops and pubs etc) without first obtaining the permission of the owner
6. Not conduct any raffle or lottery without first contacting ActionAid and I will comply with any guidance or guidelines issued to me by ActionAid in connection with this kind of event
7. Contact ActionAid's Fundraising Events Team well in advance of organising any public event and I will comply with any guidance or guidelines issued to me by ActionAid in connection with this kind of event, especially in relation to acquiring adequate insurance
8. Not reproduce the ActionAid logo without first obtaining the permission of ActionAid
9. Ensure ActionAid sign off any materials I produce to help with my promotions whether printed or online, where ActionAid's name, logo, website link, or any mention of ActionAid's work, is used
10. Ensure that any photos that I use are provided by ActionAid where ActionAid's name, logo, website link, or any mention of ActionAid's work, is used – these include photos on websites, tickets or any other materials
11. Check with ActionAid before accepting matched funding (donations/sponsorship) from companies. (There are some industries that ActionAid is unable to accept funds from. Please call the Fundraising Events Team to discuss your matched funding requirement). Sponsorship from staff on an individual basis is always acceptable
12. Take responsibility for the safe keeping of the money raised in ActionAid's name, both during and after the collections, until it is transferred to ActionAid

13. If collecting cash I will ensure it is counted in the presence of at least one witness (not related to myself) and the amount will be written, signed by the witness/es and a cheque for this amount sent to ActionAid

I understand and accept the following:

- a) This is an agreement between myself and ActionAid (the Charity)
- b) This agreement will run from today's date 28 April 2008 until 1st December 2009 unless terminated by the Charity at anytime in writing to me at the address I have given below
- c) I must only use lawful means to fundraise for the Charity and must not do anything that harms or is likely to harm the Charity's reputation
- d) I understand that ActionAid may terminate my rights to raise funds at any time

I declare myself a 'fit and proper' person to raise funds for ActionAid and do not intend to do anything to bring ActionAid into disrepute. I understand that ActionAid may terminate my rights to raise funds at any time:

Name of Participant: _____

Signature: _____ Date: _____

Signed on behalf of ActionAid Helen (Helen Walker)

GOOD LUCK WITH YOUR FUNDRAISING!