

Fundraiser Event Form



Your details:

Title: _____ Fax: _____
Forename: _____ Address: _____
Surname: _____
Telephone: _____
Mobile: _____
Email: _____ Postcode: _____

About your event:

Name of event: _____	
Date of event: _____	Time of event: _____
Address/location of event: _____ _____ Postcode: _____	
Details of event: Please fill in as much detail as possible, for insurance and license purposes. Also, we may be able to offer further help and guidance. How many helpers do you plan to have? _____ How many people do you expect to arrive at the event? _____ Do you plan to sell alcohol at your event? _____ Will you have a raffle? _____ If so, do you plan to sell alcohol as a prize? _____ Please detail the type of attractions at your event: _____ _____ _____ (continue on another sheet if necessary)	

Agreement:

In recognition of being able to use Ataxia UK's name and charity number to raise money, I hereby undertake:

1. To raise a minimum of £ _____ for Ataxia UK
2. To represent, and raise money for, Ataxia UK on an exclusive basis, or:
on a joint basis (delete as applicable) with _____ (name and charity number of other charity)
3. To remit all money raised by _____ (date)
4. To tell Ataxia UK immediately if I have reason to believe I may not be able to fulfil this undertaking
5. To indemnify Ataxia UK against any loss or damage arising out of my participation in this event
6. To allow Ataxia UK to advertise my event in *The Ataxian*, to use photos arising from the event in publicity materials and to copy this information to Ataxia UK's insurers

Signed: _____ Date: _____

Items required:

Fundraising materials	Quantity:	Date needed:
Posters		
'Ataxia - The Facts' leaflets		
'Getting a Diagnosis – One Family's Experience' leaflets		
Sponsorship Forms		
Collecting Tins and/or Tin seals		
Small Ataxia UK stickers		
Large Ataxia UK stickers		
Car window stickers		
Balloons		
ID Card	Yes/No	
An Authorisation letter for fundraising/seeking sponsorship etc.	Yes/No	
Is Public Liability Insurance cover required?	Yes/No	

If you can guarantee a fundraising yield of more than £75 we will send you a **free** Ataxia UK T-shirt, normally worth £5.

And a fundraising yield of more than £150 will get you a **free** Ataxia UK sweatshirt, normally worth £10!

Promotional Items	Size	Quantity	Amount
Oval enamel badge with butterfly clip and Ataxia UK logo £1.20 each or 10 for £10.00	N/A		
Retractable executive pen with chrome upper part; black ink; Ataxia UK logo £1.50 each or 10 for £13.50	N/A		
White Ataxia UK T-Shirt with <u>large logo</u> £5.00 each	Small		
	Medium		
	Large		
	XLarge		
White Ataxia UK Sweatshirt £10.00 each	Small		
	Medium		
	Large		
White Ataxia UK T-shirt with <u>small logo</u> £7.50 each or 10 for £70.00	Small		
	Medium		
	Large		
	XLarge		
SubTotal			
Postage & Packaging			£2.50
Total			

Payment method:

By cheque or postal order, made payable to Ataxia UK

Or, please debit my Visa/Mastercard/Switch/Solo card (delete as appropriate) for £ _____

Name on card: _____

Card Number:

Expiry Date:

Start Date (Switch): Issue Number (Switch):

Return this form to: ATAXIA UK, FREEPOST GI 1919, LONDON SW9 6BR

All queries to: Rebecca, **020 7582 1444** or fundraising@ataxia.org.uk

For Office use only: Copy to Fundraising/Event file AND Joyce Beale, MCIS (Royal and Sun Alliance)

Registered Charity No: 1102391 Registered Company No: 4974832