

Office Use Only

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SMS No.	



Fundraising Registration Form

Personal details

Title.....Name:

Address:

.....

.....Postcode:.....

Email:.....

Telephone: (day)..... (mobile).....

If this is a corporate event, please give the name of your company:

.....

Do you have any specific reason for choosing Macmillan Cancer Support:

.....

Other people involved (names and contact details)

.....

.....

.....

Event information

Name of fundraising event:

Date of event:.....Time:.....

Venue:

Address:

.....Postcode:

Please give details of your event/fundraising:

.....

.....

Please complete the following:

Will any other organisation benefit from fundraising? Yes / No

If yes, please indicate the name of organisation:

.....

If yes, please state % split to Macmillan and other charity:

..... % to Macmillan Cancer Support and % to

Will you need Macmillan Cancer Support to provide any of the following?
(Please tick appropriate boxes and indicate quantities)

- Banner Sponsorship forms:
- Macmillan bunting Roll of stickers:
- Pin badges
- Sashes:
- Collection boxes:
- Balloons:
- Collection buckets:
- Collecting Envelopes
- Information Posters: A4..... A3
- Information Leaflets a) Macmillan..... b) Fundraising.....
- T-shirts (minimum amounts).....
- Letter of authority to proposed sponsors/suppliers
- Local fundraising team to contact the press on your behalf
- I would like this event to be featured on the Macmillan website
- I would like a Macmillan representative to attend my event
Please note: It is not always possible to arrange this

Are you setting up your own Bank Account? Yes / No

If yes, please indicate name of account:

(If yes, please make sure the account name is not in Macmillan's name)

For other materials please www.be.macmillan.org.uk where you can produce your own posters, invites, tickets etc

Are there other ways in which we may be able to help you? If yes, please indicate below:

.....

.....

Will you be setting up a www.justgiving.com site? Yes / No

If yes, what is your justgiving address?.....

Have you raised funds for Macmillan Cancer Support before?.....Yes / No

If yes please list details (when, how etc)

.....
.....

Important information:

After the event, you should send a cheque, made payable to **Macmillan Cancer Support to the address listed below**. Where possible, the payment should be received within 8 weeks of the event taking place. If there is any reason why this might not be possible, you must contact your local fundraising office as soon as possible.

What is Gift Aid?



Using Gift Aid means that for every £1 donated, Macmillan Cancer Support gets an extra 25 pence from the Inland Revenue, helping the donation reach even more people living with cancer. For example, a gift of £10 can be turned into £12.50, and it won't cost another penny. This will only work if the name and address are completed on the envelope by the donor.

Please note donors must have paid sufficient income tax or capital gains tax during the relevant tax year to cover the amount Macmillan reclaims on the donation.

DECLARATION

I understand that I should seek medical advice from my general practitioner if I am in any doubt about my physical ability to take part in this event. I acknowledge that I am undertaking this activity entirely at my own risk and that Macmillan Cancer Support shall not be liable in any way for any injury or loss that might occur as a result of my participation. I understand that Macmillan Cancer Support will, in no way, be liable for any claim that may arise from this event. I agree to pay all proceeds of the event to Macmillan Cancer Support, unless otherwise indicated.

Signed..... Date

Please print name.....

Please sign and return this form to:

Macmillan Cancer Support, Unit 26, Whitebridge Estates, Stone, Staffordshire, ST15 8LQ
or FAX: 01785 816892

Thank you for your support!

Please note Macmillan Cancer Support's public liability insurance does not cover 3rd Party Supporter events, and therefore you must ensure you, or the venue in question has sufficient insurance cover for your event. Please be advised that anyone organizing a public event should undertake a risk assessment. The Good Practice Safety Guide provides information on how to set up events, carry out risk assessments and ensure fire and safety requirements are met:

<http://police.homeoffice.gov.uk/news-and-publications/publication/operational-policing/event-safety-guide.pdf>