

# Macmillan Fundraising Materials Order Form

To help with your fundraising we have a selection of free materials available, which are useful for telling everyone what you are doing, decorating a venue or just making your fundraising activities more 'Macmillan'.

**Macmillan bunting**



**Macmillan balloons**



**Cardboard collection box**



**Macmillan posters**



To make these easier to order we have come up with two handy packs, depending on the size of your event.

**Pack 1**- for smaller scale events such as cake sales, bbqs, car boot sales etc. These contain 15 balloons, two strips of bunting (approx six foot long), one cardboard collection box and two posters.

**Pack 2** –for larger events such as quizzes, parties or balls. These contain 30 balloons, six strips of bunting, two cardboard collection boxes and six posters.

Use the form below to order your pack, but please only order what you think you will need (although these are free to order, there are costs involved for Macmillan).

**Other items free to order:**



**Leaflets about Macmillan's services**  
Use these to explain what Macmillan does and the services we fund.  
Maximum of 20 per person.



**Macmillan Collection tin**  
For use at supermarket collections, fundraising events, or to leave in local shops, pubs or cafes during your fundraising.  
PTO for a separate order form for these (there are a few separate legal requirements).

**Create your own:**

To create your own posters, design your own flyers or simply to download the Macmillan logo head over to [www.be.macmillan.org.uk](http://www.be.macmillan.org.uk) ('make your own' section). Here you will find everything you need to make your own materials and tell everyone about your fundraising or advertise your latest event.

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**Team Macmillan Fundraising Materials Order Form (ING New York Marathon 2012)**

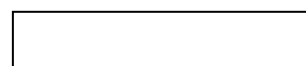
I would like to order the following fundraising materials:

Materials	Please tick
Fundraising Event Materials Pack 1	
Fundraising Event Materials Pack 2	
Macmillan information leaflets (please indicate how many you would like - max of 20)	

Name \_\_\_\_\_ Address \_\_\_\_\_

Postcode \_\_\_\_\_ Email Address \_\_\_\_\_

Return to: Team Macmillan, 89 Albert Embankment, London, SE1 7UQ  
Email: [newyorkmarathon@macmillan.org.uk](mailto:newyorkmarathon@macmillan.org.uk) Fax: 0800 007 3526



## COLLECTING BOX REQUEST FORM

Name		
Address		
	Postcode	
Daytime Tel Number		
Macmillan Event	<b>Berlin Marathon 2012 (NY2012)</b> Date of Event: 4 November 2012	
No of collecting boxes requested (Maximum 2)		
<b><u>DETAILS OF COLLECTION</u></b>		
Please give full details in the space provided of <b>where and when</b> you plan to collect :		
	<b>Date</b>	<b>Location</b>
Workplace		
Supermarket		
Pubs		
Sports Ground		
Shopping Mall		
Railway Station		
Street collection		
Other - please give full details		

Please note that :

1. Before undertaking collections you must check with your Local Authority whether a permit is required. The definition of 'private' and 'public' collections can vary. There are strict legal requirements relating to collections (see fundraising guidelines for further details).
2. We will advise the local Macmillan fundraising team of your planned activity. If you plan any other collections not already identified above you **must** advise The Challenge Office (020 7840 4915) or your local Macmillan contact before proceeding.

<input type="checkbox"/> I have already spoken to the following Macmillan representative about the collection as detailed above. Name of Macmillan representative:.....
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I understand that:

- It is a criminal offence when seeking funds not to make a statement which complies with section 60 (3) of the Charities Act stating that monies collected are to support costs of the trip (flights and accommodation).
- It is illegal to carry out a public collection without a valid licence from my local authority
- I will not make any approach for a licence or private collection (eg supermarkets) without prior approval from Macmillan Cancer Support
- I cannot collect on private land without the owners permission
- Collecting boxes are my responsibility and must be returned to Macmillan Cancer Support immediately after my fundraising event.

I have read and understood the above and agree to obtain the necessary permission prior to collecting

Signed ..... Date.....

Collecting tins will be issued once we have received your completed signed form and cleared this activity with your local Macmillan contact. Please allow 14 days for delivery. Macmillan Cancer Support reserve the right not to issue collecting boxes.

Return to: Team Macmillan, 89 Albert Embankment, London, SE1 7UQ  
 Email: [newyorkmarathon@macmillan.org.uk](mailto:newyorkmarathon@macmillan.org.uk) Fax: 0800 007 3526

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