

Fundraising Application Form In support of ELHT&me

(Please state name of site, team or department)

Please let us know your proposed activity/event:

Name of Event		No.of participants	
Venue of event/activity		Ticket price	£
Date: of event / activity		Licence required	Y / N
Expected income	£	Expected expenditure	£
Net profit:	£		

Details of the proposed event/activity	
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I agree that money raised by me will be given to ELHT&me

Your details

Name:	
Address:	
Postcode:	
Telephone Number:	
Email address	

Please note that our Charity Registration No 1050478 must be quoted on all correspondence, poster, tickets etc. Proof of tickets, posters and adverts must be signed off by ELHT&me before going to print. Anyone undertaking unofficial fundraising activities without permission or knowledge of the financial accounts department could be subject to criminal action.

Conditions: ELHT&me cannot be held responsible for loss or damage to personal effect, personal injury, public liability or for expenses related to this event. I have read and agree to the above conditions:

Signed _____ Date: _____

Please tick if you would not like to receive further information about fundraising at ELHT&me

Thank you for registering to raise money for ELHT&me. As you will be collecting money from the public in support of ELHT&me, 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. The Charity will acknowledge this application and issue you with a Fundraising Approval Number as evidence that we approve your fundraising idea.

I agree that I will:

1. Only use sponsorship forms issued by ELHT&me and not use any other type of sponsorship form (unless otherwise agreed by ELHT&me)
2. Only raise funds by carrying out house-to-house or street collections after having first received permission from my local authorities.
3. Only collect on private property (including the workplace, shops and pubs etc) after first obtaining the permission of the owner.
4. Not conduct any raffle or lottery without first contacting ELHT&me and I will comply with any guidance or guidelines issued to me by ELHT&me in connection with this kind of event.
5. Contact ELHT&me well in advance of organising any public event and I will comply with any guidance or guidelines issued to me by ELHT&me in connection with this kind of event.
6. Not reproduce the ELHT&me or NHS logo without first obtaining the permission of ELHT&me .
7. Ensure ELHT&me sign off any materials I produce to help with my promotions whether printed or online, where ELHT&me name, logo, website link, or any mention of ELHT&me work, is used .
8. Ensure that any photos that I use are provided by ELHT&me where ELHT&me name, logo, website link, or any mention of ELHT&me work, is used – these include photos on websites, tickets or any other materials.
9. Not approach companies for sponsorship or matched donations without getting in touch with ELHT&me beforehand. This is because whilst in general ELHT&me strongly encourages match giving and company donations, there are a small number of companies that the Charity does not accept support from. Sponsorship from colleagues on an individual basis will always be accepted
10. Take responsibility for the safekeeping of the money raised in ELHT&me, name, until it is transferred to ELHT&me

ELHT&me Fundraising Agreement

I understand and accept the following:

- a) This is an agreement between myself and ELHT&me
- b) This agreement will run from today's date (entered below) for 12 months unless terminated by ELHT&me at any time in writing to me at the address I have given below.
- c) I must only use lawful means to fundraise for ELHT&me and must not do anything that may jeopardise ELHT&me reputation.
- d) I understand that ELHT&me may terminate my rights to raise funds at any time.

I declare myself a "fit and proper" person to raise funds for ELHT&me and do not intend to do anything to bring ELHT&me into disrepute. I understand that ELHT&me may terminate my rights to raise funds at any time:	
Name of Participant:	
Address:	
Signature:	Date:

THANK YOU FOR YOUR SUPPORT

Please sign and return to:
 Denise Gee
 ELHT&me Fundraising Department
 East Lancashire Hospital Trust
 Park View Offices Level 1
 Royal Blackburn Hospital
 Haslingden Road
 Blackburn
 BB2 3HH