



Fundraising Registration Form

To help us offer you the best available support for your fundraising, please complete this form and return it to us at least **three weeks in advance** of your fundraising activity using the address overleaf.

YOUR FUNDRAISING

How are you fundraising?

Is it in memory of someone? (name) (relationship)

Event date: Event start time: Event finish time:

Venue address:

Approximate number of attendees: Fundraising target: £

YOUR DETAILS

Full name:

Address:

Postcode:

Email:

Telephone: DOB*: / /

KEEPING IN TOUCH

St Luke's would like to contact you about our work, future fundraising events and how your donations help. Please let us know if you would like to hear from us.

I am happy for St Luke's to stay in touch via:

EMAIL SMS (tick any / all that apply)

We may also contact you by post and telephone about our work and how you can support us. **You can opt out of communications by contacting us at any time.** Please contact us on 0114 235 7551 or email info@hospicesheffield.co.uk.

We will never sell or swap your details with other organisations for them to use for their own purposes. If you want to know more about how we look after your data, please see the privacy notice which is available on our website - www.stlukeshospice.org.uk/footer/policies

If you need any help completing this form or would like to discuss your fundraising activity in more detail, please call the fundraising team on **0114 235 7553**.

*We ask for DOB because special rules apply to how we communicate if you are under 18

FUNDRAISING AGREEMENT

I will:

1. Use my best endeavours to raise money for St Luke's and not do anything to bring St Luke's into disrepute.
2. Obtain and pay all monies raised to St Luke's within three months of my fundraising activity.
3. Seek approval from St Luke's if planning to produce any materials bearing the St Luke's name and logo or that discusses the work and organisation, ensuring that I receive explicit permission from St Luke's for all materials before printing and distribution.
4. Ensure that all materials include the Registered Charity No: 254402.
5. Not carry out house-to-house collections.
6. Not collect in any public place without contacting the fundraising team first. You can contact us on 0114 235 7553.
7. Not collect on private property without first obtaining permission from the owner.
8. Refer to Gambling Commission regulations if holding a raffle.
9. Return any unused fundraising materials no longer required.
10. Not resell or offer for auction any St Luke's merchandise without permission.
11. Pass on 100% of all proceeds from any permitted activity solely to St Luke's (unless otherwise agreed).

I understand that St Luke's may terminate my rights to raise funds at any time.

Please note: If you are under 16 years of age, a parent or guardian will need to sign the fundraising agreement on your behalf.*

Signed:

Date:

*On behalf of who is under 16 years of age.

Please return your form to:
**THE FUNDRAISING TEAM,
ST LUKE'S, LITTLE COMMON LANE,
SHEFFIELD, S11 9NE**

