

Fundraising Agreement



TIPPERARY - LIMERICK - CLARE - FOR CYSTIC FIBROSIS

Branch of

Cystic Fibrosis
Ireland



Fundraising Terms & Conditions

Thank you for your interest in fundraising for TLC4CF—we are so grateful for your support. All money raised for TLC4CF will directly contribute to improving the services and quality of life for people with Cystic Fibrosis living in the Mid-West of Ireland.

Below are some fundraising terms & conditions which will ensure your fundraising is safe and legal, as well as being an enjoyable experience!

We would appreciate if you would carefully read through these terms and conditions before completing this form.

Authority to fundraise for TLC4CF

Prior to organising and conducting a fundraising event in the name of TLC4CF you must:

- ◆ Be 18 years or over (if under 18 years of age you will need permission from a parent/guardian)
- ◆ Complete this form and submit it to TLC4CF at least 30 days prior to the event.

Please do not make any announcements or publicise the event until TLC4CF give approval.

Fundraising for TLC4CF

- ◆ Activities must be conducted in accordance with all applicable laws.
- ◆ TLC4CF is happy to offer advice and guidance for coordinating your activity, however, the overall running of the event, including expenses, promotion, record keeping, and management is ultimately your responsibility.
- ◆ Before organising a public collection please contact your local Garda station for advice regarding necessary permits. If you are organising a raffle where tickets are sold to people other than your guests you should contact your local Garda station for advice.
- ◆ Door to door calls are only permissible if you know the residents and should be made during daylight hours.
- ◆ PR and Marketing: Unfortunately we cannot provide direct PR and marketing support to every event however we are happy to offer support and advice if needed.

Cash Handling and Banking

- ◆ To comply with auditor requirements of Cystic Fibrosis Ireland and to preserve the integrity of the organiser, it is essential that at least two people are involved with the counting and remitting of proceeds
- ◆ All net proceeds must be submitted to TLC4CF within 30 days of the conclusion of the event when possible.

Use of TLC4CF names and Logos

- ◆ When naming your event please do not use TLC4CF brand name in the title of the event. Instead you can use our name as the beneficiary of the net proceeds. For example 'The Croagh Patrick Climb in aid of TLC4CF'
- ◆ Prior approval must be sought from TLC4CF for any materials using the TLC4CF logo. If approved, we will provide a high resolution version of the logo – please do not copy it from other sources

If you have any questions regarding any of the above please do not hesitate to contact TLC4CF on 087 1954213 or email katie@tlc4cf.com.



**MAKE A
DIFFERENCE**

Fundraising Event Proposal Form



Please Note:

Completing this form does not imply authorisation from TLC4CF to undertake this event on our behalf, when we have processed your form we will be in touch to authorise your event.

Your Details

Contact Name (title)	(First Name)	(Surname)
Address:		
Telephone Number:		
Email:		
Name of group/company planning event <i>(if applicable)</i>		
Brief description of your group/company <i>(if applicable)</i>		

The Event

Name of proposed event:	
Brief Description of the event:	
Date of event:	Time:
Location of event:	
Expected Attendance (if applicable)	
Estimated Donation to TLC4CF:	

How will Funds be raised?

<input type="radio"/> Sponsorship
<input type="radio"/> Ticket Sales (Proposed ticket price € _____)
<input type="radio"/> Street Collection*
<input type="radio"/> Raffle <i>(If raffle tickets are to be sold to people other than your guests you should contact your local authority for advice)</i>
<input type="radio"/> Other <i>(Please provide details)</i>
<i>*Any event involving collection from the public requires an An Garda Siochana permit</i>

Has this event taken place for TLC4CF before?

If yes, please give details:
Are there any other beneficiaries besides TLC4CF?
If yes, how will the funds be divided?

Resources:

We have a range of resources available to support your event, please outline below what you need for your event.

Item	Quantity
Sponsorship Cards	
Balloons	
Blank Posters	
Collection Buckets	
T-Shirts Small	
Medium	
Large	
Extra Large	

Please note: There is a substantial cost to TLC4CF to produce t-shirts, balloons and collection buckets, please be aware of this when ordering quantities. Please return all buckets and unused t-shirts after your event to TLC4CF Regional Office, Unit 5C Courtfields Shopping Centre, Raheen, Co. Limerick

Agreement & Signature

- Yes, I have read the terms & conditions of TLC4CF and I agree to hold my fundraising event in accordance with them and all applicable laws
- Yes, I agree the TLC4CF will receive all proceeds from the event within 30 days of the event
- Yes, I agree to clearly indicate the percentage of proceeds that will be allocated to TLC4CF

Signature of applicant:

Print name:

Date:

Finally, we would like to thank you for your support of TLC4CF and for choosing to fundraise for Cystic Fibrosis



Please return completed form to:

TLC4CF Regional Office
Unit 5C Courtfields Shopping Centre,
Raheen,
Co. Limerick

Email: katie@tlc4cf.com

Phone: 087 1954213