



Kerry Cancer Support Group  
**Kerry**  **Cork**  
Health Link Bus

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# Event Fundraising Proposal Form

## FUNDRAISING GUIDELINES

**THANK YOU** for your interest in fundraising for Kerry Cancer Support Group-Kerry/Cork Health Link Bus. We want you enjoy your fundraising activities and stay safe. So please read these guidelines before completing the Fundraising Event Proposal Form.

We have put together these guidelines for individuals, organisations and other groups that would like to hold an event that would benefit Kerry Cancer Support Group and its free programmes.

**If you need any further information we are just a phone call away our telephone number is (066-7195560).**

### **About Kerry Cancer Support Trust CLG**

We provide a range of practical services and supports including our 30 seater bus which travels to hospitals in Cork 5 days a week bringing the service user for treatment free of charge where we have a dedicated time slot for our users at the hospital minimising delays. This bus serves Kerry and parts of West Cork and we guarantee complete confidentiality.

### **Fundraising Terms & Conditions:**

#### **Authority to fundraise for Kerry/Cork Health Link Bus**

**Prior to organising and conducting a fundraising event in the name of Kerry Cancer Support Trust CLG/Kerry Cork Health Link Bus 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 Kerry Cancer Support Trust CLG at least 14 days prior to the event.
- Please do not make and announcements or publicise the event until Kerry Cancer Support Trust CLG gives approval.

#### **Use of Kerry Cancer Support Trust Name and Logo**

- In naming the event, 'Kerry Cancer Support Trust CLG-Kerry Cork Health Link Bus should not be used in the title, but as beneficiary of the net

proceeds. For example ('Event Name to benefit Kerry Cancer Support Trust CLG-Kerry Cork Health Link Bus')

- Prior approval must be sought from Kerry Cancer Support Trust CLG-Kerry Cork Health Link Bus for any printed materials, advertisements, media materials and releases associated with the event.

#### **Fundraising for Kerry Cancer Support Trust CLG-Kerry Cork Health Link Bus.**

- Activities must be conducted in accordance with all applicable laws.
- Kerry Cancer Support Trust CLG-Kerry Cork Health Link Bus is happy to offer advice and guidelines for co-ordinating your activity, however, the overall running of the event, including expenses, promotion, record keeping and management is ultimately your responsibility.
- Kerry Cancer Support Trust CLG-Kerry Cork Health Link Bus can accept no liability for any loss, damage or injury caused during the event you undertake. Kerry Cancer Support Group's insurance does not cover property or the property helpers and guests, nor does it cover your personal liability for any injury suffered by yourself or your events participants. You should seek independent insurance advice prior to organising your event.
- Please advise Kerry Cancer Support Trust CLG-Kerry Cork Health Link Bus of any changes to details provided in this form prior to the event.
- Before organising a public collection please contact your local Garda Station for advice regarding necessary permits.
- If any raffle tickets are to be sold to people other than your guests you should contact your local Garda for a permit
- Door to door calls are only permissible during the hours stated on the official Garda permit. All sponsorship cards and tickets must clearly display our Charity Number (CHY 19048), Logo,

Ticket Number & Garda Permit Number.

- Please carry identification and Garda Permit when selling tickets door to door. Two persons should be present at all times when calling to doors. Please respect residential properties at all times. Hi-visibility jackets will be provided to you by the charity for the collection **please return all Hi-visibility jackets when event is finished.**
- Approval to repeat an event must be requested each year from Kerry Cancer Support Trust CLG-Kerry Cork Health Link Bus
- Remember to use common sense when it comes to health and safety. Where food is involved, please take care and work to ensure safe preparation, storage and cooking. Please follow good hygiene practises.

#### **Cash handling and Banking**

- To comply with auditor requirements and to preserve the integrity of the organiser, it is required that at least two people are involved with the counting and remitting of proceeds. All agreed net proceeds must be submitted to Kerry Cancer Support Trust CLG within **30 days** of the conclusion of the event.
- Please do not send cash through the post. Please send a cheque, bank draft made payable to (Kerry Cancer Support Group)
- Alternatively you can transfer the funds directly to our bank account:  
Kerry Cancer Support Trust CLG  
  
Allied Irish Bank, Tralee Co Kerry  
  
Account Number 83628-182  
  
Sort Code: 93-62-19, (BIC: AIBIK2D)  
  
IBAN: IE97 AIBK 9362 1983 6281 82

#### **Seeking Sponsorship**

- Please let us know of approaches / requests you plan to make to companies for donations,

sponsorship or for prizes / draws etc. Just in case we have asked them for something too!

#### **Sales based fundraisers:**

- If you're planning to produce and sell CD's, Books, Calendars etc. or to sell tickets as your fundraiser you are solely responsible for their production, promotion and selling. We don't sell such items and we do not permit selling on our bus or to our service users. We also don't take any liability for any financial loss that may arise from their production.
- We will have two representatives if they are required to help in any way at your event.

#### **Data protection guidelines for photography/video:**

- Data protection acts cover the use of information, photography's and videos. As the event organiser, you are responsible for any personal data generated by the photographic/video activities.
- Participants must be informed and asked for their permission or agreement prior to photographs/videos being taken. Consent should be obtained on an opt-in basis for each of the intended uses. Individuals should be informed of:
- The purpose(s) for which the photographs/videos is being taken  
List any third parties to whom the data may be disclose (e.g Press)  
Outline the retention period for the data. Make it clear that at any time in the future consent may be withdrawn and that you will accordingly remove photographs/videos if requested.
- **In the case of photographs/videos of children it will be necessary to have their parent or legal guardian provide the necessary written consent.**



# Fundraising Event Proposal Form

Please note: **Completing this form does not imply authorisation from Kerry Cancer Support Trust CLG to undertake this event on our behalf, when we have processed your form we will be in touch to authorise your event.**

Please print clearly in **BLOCK** letters and tick where appropriate.

## FUNDRAISING ORGANISER DETAILS:

Title: Mr/Mrs/Ms	First Name:	Surname:
Name of group/company planning event (if applicable):		
Full Address:		
Mobile: (Day):	Evening;	
Email:		

Kerry Cancer Support Trust CLG would like to use your details to keep you up to date with our work.

If you prefer not to receive any further communication from us please tick here

Are there other beneficiaries besides Kerry Cancer Support Group? YES  NO

If yes, how will the funds be divided?

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Is there a committee set up to organise the event? Yes  No

Name of group: \_\_\_\_\_

If you are fundraising for Kerry Cancer Support Trust CLG as part of a company/organisation/school are you authorised to act on their behalf?

YES  NO  Please specify the name of the company/organisation/school:

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**EVENT DETAILS:**

Name of proposed event:	Date of event: ____/____/2018	Time:
Location of event:		
Please give a brief outline of the proposed event:		

**Fundraising materials required from Kerry Cancer Support Trust CLG**

Please fill in the quantities required.

**N.B. All sponsorship cards and tickets must clearly display our Charity Number (CHY 19048), Logo, Ticket Number & Garda Permit Number.**

***Any event involving collections from the public or if any raffle tickets are to be sold to people other than your guests you should contact your local Garda Station for a permit***

Sponsorship Cards (25 lines per card)	<input type="checkbox"/>	Collection Buckets	<input type="checkbox"/>	Hi- visibility jackets	<input type="checkbox"/>
Information Leaflets/posters about Kerry Cancer Support Trust GLC			<input type="checkbox"/>	Boards/Pop-ups	<input type="checkbox"/>

**Disclaimer:**

The fundraiser agrees to release Kerry Cancer Support Trust CLG to the fullest extent permissible under law for claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arise because of negligence of Kerry Cancer Support Trust CLG or its agents.

Kerry Cancer Support Trust CLG reserves the right to terminate the agreement relating to an event at any time if it appears there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

**Agreement and Signatures, please tick**

Yes, I have read the terms and conditions of Kerry Cancer Support Trust CLG and I agree to hold my fundraising event in accordance with them and all applicable laws.

Yes, I agree Kerry Cancer Support Trust CLG will receive all agreed and discussed revenue to Kerry Cancer Support Group from the event within 30 days of the event.

Yes, I agree that all publicity from this event relating to Kerry/Cancer Support Trust CLG must be approved by Kerry Cancer Support Trust CLG prior to release/publication.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**N.B. Kerry Cancer Support Trust CLG will not share your data with any other organisation.**

Thank you for your support. We very much value your offer to fundraise and we will be in touch once the event is approved by our board. We look forward to contacting you regarding your fundraising initiative:

**Please return completed form to:**

KERRY CANCER SUPPORT GROUP  
124 TRALEE TOWNHOUSE APARTMENTS  
MAINE STREET  
TRALEE  
CO KERRY  
EIR CODE: V92-D567

OFFICE USE ONLY:		
Event Approved	YES	NO
Date received	___/___/2018	
Fundraiser Contacted about approval of event	YES	NO
Sponsorship Card Number Given		