

Fundraiser Registration Form

Personal Details:

Title:		First Name:		Surname:	
Home telephone:				Mobile telephone:	
Email address:					
Address line 1:					
Address line 2:					
Town:	Date of Birth:		Postcode:		
Twitter address:					
*Just Giving Address:					
If you would like to receive our SHAre newsletter by email please tick here ✓ <input type="checkbox"/> and supply you email address above					
Please tick ✓					
I would be happy to receive future correspondance by Email <input type="checkbox"/> Post <input type="checkbox"/>					
I would be happy to receive a thank you letter by Email <input type="checkbox"/> Post <input type="checkbox"/>					

*To create your own Fundraising Page go to: www.justgiving.com/hdscotland

Tell us about your Fundraising

What type of event are you planning (Enter X where appropriate)			
General sponsored <input type="checkbox"/>	Social event <input type="checkbox"/>	Sporting challenge <input type="checkbox"/>	SHA event <input type="checkbox"/>
If your event doesn't fit any of the above please specify here:			
How are you fundraising (Enter X where appropriate)			
Individual <input type="checkbox"/>	As a group <input type="checkbox"/>	School or college <input type="checkbox"/>	Work place <input type="checkbox"/>
Do you have a group/team/work name:			
What is the event called:			
Where is it happening:		When:	
What's your motivation:			
Where did you get the idea to raise money for SHA:			
Anything important you'd like us to know about the event:			

Fundraising Materials:

What do you need (Tick and enter number required where appropriate)							
Collection boxes X	<input type="checkbox"/>	Sponsors forms X	<input type="checkbox"/>	Invitations X	<input type="checkbox"/>	Poster template X	<input type="checkbox"/>

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Carefully read the following information before signing the declaration

Sending the money you have raised

- When you receive your fundraising pack it will contain a donation payment form complete with various ways to "Pay in" the funds raised.
- All funds must be collected and "Paid in" within 4 weeks of the event taking place

Return of materials

- All fundraising materials belonging to SHA should be returned within 4 weeks of the event taking place. This helps us to keep costs down.

Insurance for your event

- SHA is able to cover your event under SHA public liability insurance. You will also need to make sure that you, or the venue in question, has insurance to cover your event. Please seek further insurance advice for any challenging events you take part in.

Entering into contracts

- SHA cannot be liable for any contracts you choose to enter into for this event.

Carrying out a risk assessment

- Anyone organising an event for the public should carry out a risk assessment and should therefore read the Good Practice Safety Guide which covers how to set up events, carry out a risk assessment, and ensure that fire and safety requirements are met. For guidance go to: <http://www.institute-of-fundraising.org.uk/code-of-fundraising-practice/>

Declaration: I/we name (s).....understand that I/we should seek medical advice from my doctor if I am in any doubt about my ability to take part in this event. I/we am/are organising this event **in aid of** Scottish Huntingtons Association (SHA). I/we acknowledge that I/we am undertaking this activity entirely at my own risk and that SHA shall not be liable in any way for any injury or loss that might occur as a result of my participation. I /we understand that SHA will, in no way, be liable for any claim that may arise from this event. I/we have carefully read the above information and by signing this declaration I/we am/are committing to fulfil my/our fundraising agreement with Scottish Huntingtons Association.

Signed.....Date

Print Name.....

Please send your completed form to Head Office:

Scottish Huntington's Association

Business First

Linwood Point

Paisley

PA1 2FB

If you require any further assistance please contact our head office on 0141 848 0308 or

Email: linda.winters@hdscotland.org

Thank you for helping to make a difference...

(Revised 14/07/16)