



Charity Registration Nos.
(England & Wales) 295672
(Scotland) SC037479

FUNDRAISING REGISTRATION FORM

Thank you for offering to fundraise in aid of Make-A-Wish Foundation® UK. Please complete the information requested, in order that we can:

1. Register your activity within our Calendar of Events
2. Identify any support that Make-A-Wish is able to offer
3. Ensure your plans are consistent with the objectives of Make-A-Wish

Please print your details below:

* please delete as appropriate

Your full name	Mr/Mrs/Miss/Ms*		
Full address & postcode			
Contact details	Tel daytime:	Tel evening:	
	Fax:	Mobile:	
	Email:		
Data Protection	From time to time Make-A-Wish Foundation® UK would like to contact you to tell you about our work and how your event has helped generate funds for wishes. If you object to receiving such communications please tick this box <input type="checkbox"/>		
How did you first hear about us?			
Fundraising event (including details of numbers participating and how funds will be raised)			
Date of event			
Address of Event			
How will the event be publicised?			
Are there any other beneficiaries?			
If yes, which charities?			
Expected Revenue	£	Of which	% to be donated to Make-A-Wish
Expected date of Donation			

Please ensure that you have read and understood the NOTES FOR ORGANISER overleaf, then sign and date before returning this form.

Once your complete form has been received and reviewed, we will return a copy to you as confirmation that your event has been approved.

Your local Regional Manager will contact you to discuss any support you may require from Make-A-Wish ie. Sponsor forms, use of logo, support material etc.

NOTES FOR ORGANISER

The following notes are designed to assist you in organising your Fundraising activity, to meet the requirements of current legislation when charity fundraising is concerned and to protect the best interests of both you and Make-A-Wish.

1. The Organiser must ensure and arrange that all relevant permits/releases are obtained for the activity.
2. The Organiser must ensure and arrange that all relevant insurances are provided for the activity. (Please speak to your Regional Office if you are unsure of the requirements). Make-A-Wish reserves the right to inspect any insurance policy that you take out. Make-A-Wish can not be held responsible for any financial or legal action taken by a third party against the Organiser.
3. Make-A-Wish name and logo must only be used with prior permission of Make-A-Wish and must conform to Trade Mark requirements. Artwork can be supplied upon request. If the Organiser wants to produce any written material to support the activity, he/she must submit proof copies for approval by Make-A-Wish, before printing is commenced.
4. If tickets are sold for an event, it is a legal requirement that they are numbered and stating the Charity Registration Number.
5. Make-A-Wish reserves the right to establish that all funds are accounted for correctly and in the event that the Charity has any proper grounds for suspecting any misuse or misappropriation of funds, it reserves the right to refer the matter to our Legal Advisor/Police and to take any action as appropriate. Organisers may wish to establish separate banking arrangements for the receipt of any funds raised or expenses paid, if not paying funds direct to a Make-A-Wish account. Make-A-Wish can advise on alternatives. Event organisers must be over the age of 18. If you are under 18 please get a guardian, parent or teacher to sign this form.
6. Make-A-Wish has built up relationships with large retailers who kindly donate to various fundraising events throughout the year. Before you contact any major retailer, please call us to discuss the nature of your request to ensure we do not jeopardise any future donations.
7. Make-A-Wish can provide the organiser with promotional material, merchandise and sponsor forms. The Organiser is accountable for sale of goods and return of goods and monies raised.
8. It is not the responsibility of Make-A-Wish to provide prizes or celebrities for your event.

I CONFIRM MY UNDERSTANDING AND ACCEPTANCE OF THE INFORMATION AND REQUIREMENTS SHOWN ABOVE Signature _____ Date _____

If returning this form electronically please tick the box to confirm your understanding and acceptance of the information and requirements shown above

Please return your completed form

By mail to: Laura Stentiford
Make-A-Wish Foundation UK
329-331 London Road
Camberley
Surrey GU15 3HQ

By fax: 01276 405081

By email: laura.stentiford@makeawish.org.uk

If you have any questions please do not hesitate to contact us as above or by telephone on 01276 405080.

THANK YOU FOR YOUR SUPPORT AND CO-OPERATION

Approved on behalf of
Make-A-Wish Foundation® UK

Signed: _____

Date: _____

For Make-A-Wish use only

Donor No:
Pledge No:
Prompt to Region:
Welcome letter sent by Fundraising:
Donation received:
Thank you letter sent: