



**FUNDING
RESEARCH,
FINDING HOPE**



**Fundraising Agreement
with Action for A-T**

On behalf of the families who benefit from our work, thank you for taking the time to fundraise for Action for A-T. As a charity, we rely entirely on the support of a small community of fundraisers and supporters to help us fund ground-breaking research.

Your fundraising efforts will help us to continue funding new discoveries to improve the everyday lives of children suffering from Ataxia-Telangiectasia.

Please complete and return the form below. This is an essential first step before you raise funds for Action for A-T. And enjoy your fundraising!

I confirm that I have read and understood the Action for A-T Fundraising Guidelines. I understand that these are not legal advice but sensible precautions and guidance. I have provided Action for A-T with full and correct information about myself and the way I plan to raise funds.

In raising funds for Action for A-T I will:

Cooperate with Action for A-T

1. Tell Action for A-T about any planned fundraising activities;
2. Obtain prior approval from Action for A-T before I approach any companies, press or celebrities to support my event;
3. Only raise funds in accordance with Action for A-T's ethos and principles and not do anything to bring the charity into disrepute;

Protect the name and "reputation" of Action for A-T

4. Seek approval from Action for A-T if I am planning to produce any materials carrying the name or logo, or which discuss the work of Action for A-T;
5. Only use Action for A-T's brand and logo in accordance with its branding guidelines (available on request from Action for A-T);
6. Ensure that all materials include the words 'Registered Charity Number 1145303 (England and Wales)
7. Return any unused fundraising materials that are no longer required to Action for A-T;
8. Not resell or offer for auction any Action for A-T merchandise without its permission.

Carry out my activities

9. Find out any legal requirements for my event and comply with them;
10. Obtain a licence if holding a raffle over more than one day;
11. Not collect money or sell raffle tickets in any public place without first obtaining consent from Action for A-T and the appropriate licence (usually available from the police or local council);
12. Not collect or sell raffle tickets on private property (including shops, restaurants etc) without first obtaining the permission of the owner;
13. Not carry out house to house collections without prior consent from Action for A-T;
14. Not involve any children under 16 without the consent of their parent.

Account for money

15. Gather gift aid information if applicable;
16. Pass 100% of all proceeds from any fundraising activity solely to Action for A-T (unless otherwise agreed);
17. Present Action for A-T with all funds raised within three months of my fundraising activity providing accounts if requested (cheques should be made to Action for A-T and sent to the address below)

Protect the Public

18. Where appropriate;
 - a) Carry out a full assessment to mitigate any risks to me, other organisers or the public;
 - b) Take advice on safety precautions from police, fire or other competent people
 - c) Make sure my fundraising activity and the people involved (both organisers and the public) are fully covered by insurance

Protect Action for A-T

19. Acknowledge that Action for A-T has no responsibility for any costs of my fundraising activity or any resulting losses or liabilities (personal or financial);

20. Tell Action for A-T at the earliest possible opportunity if I have had to withdraw from or cancel my event or activity due to injury or other circumstances

21. Tell Action for A-T immediately if anything goes wrong with the event or activity, or there is any adverse publicity.

I understand that Action for A-T may end my authority to raise funds at any time, and if it does so I will cease my activities and pass over all money in hand and materials to Action for A-T.

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

Name

Contact number

Signed

Dated

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Please complete and return to:

Action for A-T,
Aruna House,
2 Kings Road,
Haslemere,
Surrey, GU27 2QA

T: 01428 853313

Or email it to:
info@actionforat.org

Registered Charity Number: 1145303 (England and Wales)