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 ………………………………………………………………………………………………………………………………………

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.
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)