



Fundraising Registration Form

Thank you for supporting St Columba's Hospice

Your Details		
Title:	Name:	Surname:
Address:		
Town/City:	County:	Postcode:
Home Tel:	Mobile Tel:	Date of Birth (if under 18):
Email:		
Preferred method of communication:	<input type="checkbox"/> Email	<input type="checkbox"/> Phone <input type="checkbox"/> Letter

Your Fundraising Activity	
Name of Fundraising Activity/Event:	Date(s): to
Where is your Fundraising Activity/Event taking place:	
Description/details of Activity/Event :	
How many people are involved/expected to attend:	
How will you raise funds and how much do you hope to raise:	
If you are fundraising online, please let us know which site you are using.	
Is there a special reason why you are supporting St Columba's Hospice:	
Would you be willing to share your story for PR purposes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this Activity/Event solely to raise funds for St Columba's Hospice, If not who else will you be helping:	

How we can help you		
Do you require fundraising materials, and if so please tell us how many of each item you will need.		
Sponsorship Forms:	Hospice Promotional Leaflets:	Hospice Promotional Banners:
Event Posters:	Collection Box/Tins/Buckets:	Hospice T-shirts/Sashes:
Gift Aid Envelopes/Forms:	Promotional logo: <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:
Would you like help to publicise your event: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Declaration	
We need to make sure that your fundraising complies with Charity Commission guidelines. Please sign this form to show that you accept and will abide by the conditions set out on page 2 of this form. If completing this form digitally, please type your name below.	
Signature: _____	Date: _____
*On behalf of: _____	who is under 18 years old
*If you are you under 18 years old please ask a parent or legal guardian to sign the form on your behalf. If their address is different from the one above, please let us know:	

Hospice Information

Save the form and email to:

fund@stcolumbashospice.org.uk

or return to:

St Columba's Hospice
Fundraising Team
15 Boswall Road
Edinburgh
EH5 3RW

Thank you for providing us with your contact details. We would like to keep you updated with how your support has helped. If you would prefer us not to contact you regarding anything other than this event please tick here:

For office use only:

RE number:

Fundraiser contacted:

Items sent:

Donation received:

St Columba's Hospice Fundraising Conditions

By signing this form I agree:

1. To use my best endeavours to raise money for St Columba's Hospice, and not do anything to bring St Columba's Hospice into disrepute;
2. To obtain and pay to St Columba's Hospice all money raised within two months of my fundraising activity;
3. To seek approval from the charity if planning to produce any materials bearing the St Columba's Hospice name or logo, or that discusses the work of the organisation, ensuring that I receive explicit permission from St Columba's Hospice for all materials prior to printing and distribution;
4. To ensure that all materials display the Hospice's full name (St Columba's Hospice) and the text '**Registered charity in Scotland no SC003634**';
5. Not to carry out house-to-house collections without first obtaining permission from St Columba's Hospice;
6. Not to collect cash, serve alcohol or provide entertainment in any public place without first obtaining a collector's licence from the appropriate Local Authority;
7. Not to collect cash, serve alcohol or provide entertainment on private property (including shops, restaurants etc) without first obtaining the permission of the owner and the charity;
8. To obtain permission from St Columba's Hospice before holding a raffle, prize draw, tombola or a lottery, or any other activity that would be classed as a game of chance, to ensure compliance with the Gambling Act;
9. To return any unused fundraising materials to St Columba's Hospice after I have finished my fundraising activity;
10. Not to resell or offer for auction any St Columba's Hospice merchandise without permission from St Columba's Hospice;
11. To be clear and transparent about my fundraising activity; in particular if more than one beneficiary is involved;
12. To take the professional advice from Hospice staff.
13. St Columba's Hospice is not responsible for any risk, injury, loss or liability as a result of my fundraising activity.