

## **Fundraising Materials Request Form**

Thank you very much for supporting Orchid and working hard to help us fight male cancer.

We are happy to provide you with fundraising materials however as a small charity we try to keep costs to a minimum so please only order sufficient materials for your event and return anything which you do not use to the address on our website!



Please choose from one of our event packs and any additional materials you need:

### **Event Pack 1**

*Small Scale events e.g Coffee Mornings, BBQ's, Cake Sales, School Fetes, Fundraising for an Orchid event*  
Inc: 5 balloons, 20 postcards, 1 A3 poster, 2 A4 posters, 3 newsletters

### **Event Pack 2**

*Medium Size Events e.g Pub Quizzes, Parties, Karaoke Nights*  
Inc: 10 balloons, 50 postcards, 20 leaflets, 5 A3 posters, 5 A4 Posters, 5 newsletters

### **Event Pack 3**

*Large Scale Events e.g Masquerade balls, RAG events*  
For large scale events please contact the events team on 0203 4657 293 to discuss your requirements.

### **Additional Materials**

**Wristbands** – supplied in boxes of 50 with a collection box, suggested donation of £1 per band

**Pin Badges** – supplied in boxes of 50 with a collection box, suggested donation of £1 per pin



**Balloons** – additional balloons may be ordered however we suggest you use those in your event pack along with plain blue balloons.

**Plastic Collection Pots** – Pots come with security seal and identification sticker, when sending in money please ensure you reference the collection tin number.

**Orchid T-shirts** - Each event organiser receives one free T-shirt. Additional T-shirts are £5 per item.

**Orchid Event Banner** - We have a limited supply of event banners for large scale events which we can loan to you for a maximum period of two weeks over your event. Please contact the events team if you wish to have a banner.

### **Your Details**

Name ..... Date of Birth ...../...../..... Email .....

Address ..... Postcode .....

Event Name ..... Event Date ...../...../..... Phone.....

Reason for supporting Orchid? .....

How did you hear about Orchid?.....





## Fundraising Agreement

Organisers or participants in events to raise money for Orchid take part at their own risk, and Orchid cannot be held responsible for any loss or injury. We will help you as much as possible but it is your responsibility to ensure you adhere to health and safety recommendations and fundraising rules and regulations completing a risk assessment if necessary.

### **Insurance and Public Liability Cover**

Organisers or participants in fundraising events should obtain adequate insurance cover where appropriate including cover for any cancellation. Orchid has public liability cover which – provided that you register with us in advance - extends to cover our fundraisers for certain low risk events (with up to 500 attendees at any one time). Events are defined as:

1. stalls, fetes, fairs, and other sales, fundraising and social events such as barbecues, bazaars, bingo evenings, car boot sales, card games (non-gambling), charity auctions, coffee mornings, concerts (excluding rock concerts), conferences, craft fairs, dances, dinners, exhibitions, fetes, film shows, flower and other similar horticultural shows, fun days, garden parties, jumble sales, outings / excursions, quiz evenings, raffles, sponsored walks, runs and cycle rides, themed parties, and treasure hunts (excluding use of motorised vehicles)
2. collections, conferences, seminars, meetings, and exhibitions
3. garden, rambling and walking clubs
4. non-residential visits with up to 50 attendees at any one time to schools, other public or community places, and to events for promotional, teaching, training, educational or demonstration purposes

(including erecting, running and dismantling of related stalls, props, exhibits and equipment) and including the preparation, selling, or distributing food and / or beverages.

Please note that you will only be insured when you are fundraising for the benefit of Orchid.

However you will need to obtain your own public liability cover (we can assist you in seeking adequate cover if you wish) for events not listed above and for events which involve any of the following:

- Events with over 500 attendees at any one time;
- Educational or awareness events in public or community places with over 50 attendees;
- Competitive physical or sporting activity (uncompetitive fun-runs, walks and cycle events are accepted);
- Airborne or waterborne activity or any activity involving animals, inflatables, rides, mechanical or electrical equipment, guns, weapons or pyrotechnics;
- Activity involving persons under the age of 16 under your supervision or control;
- Organised travel other than volunteer driving (using a private vehicle for your event, for which we strongly advise you to check with your insurer whether you are insured for the purpose).

Please do not hesitate to contact us for further information.

### **The Participant/Organiser agrees to:**

1. Raise any sponsorship money using legal methods and complying with the advice given in Orchid's fundraising pack which we can send to you on receipt of this form.
2. Keep accurate records of your fundraising activities, including budgets, and show these to Orchid on request.
3. Only use the Orchid name and logo as well as charity registration details on materials that have been approved by Orchid prior to print and production and not use them for any purpose without written permission after the event.
4. Do nothing that will bring the name or logo of Orchid into disrepute.
5. Make it clear that the participant/organiser is not an employee or agent of Orchid and ensure all event materials include the words "in aid of".
6. Inform all potential donors and sponsors that
  - a. all donations are for Orchid (a registered charity);
  - b. donations will not be refundable to the participant/organiser, even if they do not participate in, or complete, the event. Money will only be refunded directly to the donor upon written request.
  - c. all cash and cheques (made payable to Orchid) should be sent to the organiser first in order to redirect them and not direct to Orchid.
7. Endeavour to keep the costs of the event as low as possible and to make clear on all communication and materials if there are costs involved (e.g. by saying all proceeds go directly to Orchid).
8. Pay all sponsorship received to Orchid directly within two months of finishing the event.
9. Return all fundraising materials to Orchid within two weeks of the event.

### **Orchid will:**

1. Provide a fundraising pack to assist you with your fundraising.
2. Keep you updated with information about its work.
3. Provide help and advice on your fundraising.
4. Adhere to all Data Protection guidelines.
5. Provide media support where possible.
6. Help promote your event via our website and communication channels only where possible.

Orchid reserves the right to alter or terminate this agreement with immediate effect for any reason by writing to you. Upon termination you should immediately stop raising funds for Orchid and send to Orchid any sums raised.

### **I have read and understood the Fundraising Agreement**

**Signed:** ..... **Date:** .....

**Please return this form within 14 days of receipt to:** Events Team, Orchid, St Bartholomew's Hospital, London EC1A 7BE. Email: [events@orchid-cancer.org.uk](mailto:events@orchid-cancer.org.uk) Fax: 020 7600 1155 Tel: 020 34657 293