



Community & Events Fundraising Application Form

Please complete this Form and return with a copy of valid ID (Passport or Driver's Licence only) to:

**Veron Elliott,
Community & Events Fundraising Co-ordinator,
CRC, Vernon Avenue,
Clontarf, Dublin 3.**

You may also scan the Form to info@crc.ie.

Alternatively complete the form on our website: www.crc.ie

ORGANISER DETAILS

Name*:

Email*:

Opt in to hear from us by email

Are you over 18? Yes No

Note: If under 18 a guardian/teachers ID is required

Where did you hear about us?

Organisation/Group (if applicable):

Have you previously fundraised for CRC? Yes No

(If yes, please provide details/date)

Address*:

Opt in to hear from us by Post

Home Tel:

Mobile Tel*:

Work Tel:

Opt in to hear from us by Phone



About Your Event

YOUR PROPOSED EVENT

Please complete this Form and return with a copy of valid ID (Passport or Driver's Licence only) to:

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Community & Events Fundraising
Co-ordinator,
CRC, Vernon Avenue,
Clontarf, Dublin 3.**

You may also scan the Form to info@crc.ie.

Alternatively complete the form and click the submit button.

Name of Proposed Event:

Location:

Date of event

Time:

Planned promotion of event: (please include Social Networking if this is part of your promotional plan)

CRC STOCK REQUIRED - PLEASE TICK

Sponsorship Cards Posters Qty
(max 2 per person - A4 Size)

Collection Buckets Qty

T-shirts (must be collected from office) Qty Size
1 per person - available in S, M, L, XL



Please note: Our Stock is limited.

Each t-Shirt/bucket incurs a cost of approximately €5 to the office -

Please consider this when ordering your stock.

Two weeks prior notice is required to ensure stock is available.



About Your Event continued

Your Funds will be allocated to where they are most needed.

Please note:
Completing this Application Form does not imply authorisation from the CRC.

YOUR FUNDS

How do you intend to raise funds?
Please give a brief description of your event.

Expected Attendance:

Estimated Revenue:

Estimated Costs/Expenses:
Please retain all receipts:

Estimated Donation to CRC:

Will any other charities benefit from this event? Yes No
If yes, please provide details below:.

Have you a personal connection with the CRC? Yes No
If yes, please give details)

AGREEMENT AND SIGNATURE

I agree to hold my fundraising event in accordance with the terms and conditions on the following page.

Applicant: Signature: Signature (if under 18 of parent/guardian):

Date:



Your Data and How to Return Funds

- We will only retain your personal data for the purpose of which it was intended and we will remove from your record your personal information on successful completion of your fundraising event.
- If you wish CRC to retain your personal data on file and to keep you informed of CRC upcoming events, news and campaigns then please indicate your preference/s below. CRC Fundraising will contact you on an annual basis to ensure you wish your personal information retained on file. We will never share your data with anyone else.

Letter Email Newsletter

If you do not consent to receiving any future correspondence from CRC please sign and date here*:

Signature

Date

Please do not contact me

Sending in your money

- Online:** Lodge your funds via our website www.crc.ie
- Visit our Office:** The Fundraising Office is open from Monday – Friday 09.00 – 17:00.
- You can arrange to call in and see us with your funds. Do not worry about counting any coin; we can do that for you!
- By Phone:** Call the Fundraising Office on 01-8542212 and pay your funds by credit/ debit card
- By post:** Send us a cheque / postal order/bank draft made payable to Central Remedial Clinic.
- Bank:** You can lodge the funds raised directly into your local AIB Branch.

It is helpful if you phone the Fundraising Office and tell us when you lodge the funds. Do not forget to note on the lodgment docket the name of your event. Once we see the funds in the account, or receive your funds by post we will issue you a receipt and acknowledgement letter.

Our Bank details are as follows:

AIB Branch: 53 Main St; Finglas, Dublin 11

Account Name:
Fundraising & Donations Account No 2

IBAN: IE59 AIBK 9321 3207 6841 57

BIC: AIBKIE2D



Terms and Conditions

We value all our volunteers and are very grateful to you for hosting an event for the CRC. For the purpose of openness please note our terms and conditions:

- All fundraisers are asked to speak with a member of the fundraising team, complete the fundraising application form and submit a form of ID (passport or drivers license)
- A letter of authorisation (LOA) must be obtained from the Fundraising Office prior to fundraising
- The Fundraising Office will keep a photocopy of your LOA and Proof of ID; this will be filed with your Fundraising Event Proposal Form
- As you, the applicant, are responsible for the event, we ask that you keep a record of the event including person(s) responsible for the event and details of all names, addresses and contact numbers of all people assisting with the event
- A handy tip is to keep a hardback notebook with you or set up a mini file on your computer

Raising Funds

Don't be put off by our T&C's as we are here to support you fully in this process.

- Maintain records of all funds received
- Ensure that two people at all times count cash
- Please be sure to lodge your funds as soon as possible
- Important - Do not use any other bank account other than the one specified by the Fundraising Office, i.e. do not open your own account - It is illegal and will be deemed fraudulent.
- Any payments made should be paid by cheque/postal order/bank draft or cash and records maintained. Receipts/Invoices should be maintained for all payments
- The Fundraising Office can accept donations made on your behalf via credit card

Insurance

It is vital that each fundraiser has their own event insurance for any event that takes place in a public place. This can be obtained through your Insurance Broker or you can ask your venue to cover you under their own Insurance. Fundraisers must ensure they have their own insurance in order for their event to proceed. If you are unsure, please call the Fundraising Office

Communication with the Fundraising Office

- Each fundraiser is responsible for updating the Fundraising Office on your progress with an event and an update after the event
- Any merchandise e.g. banners, buckets, signs must be returned to the Fundraising Office as soon as the event is completed, and must be booked two weeks in advance of your event if required for stock availability purposes
- We are here to support and advise our fundraisers in whatever way we can and are happy to meet with you to discuss your event. Unfortunately, due to our limited resources we can't attend all events. If you would like a member of the team to attend please give a minimum of two weeks' notice and we will try our absolute best to be there
- The Fundraising Office may at its discretion, refuse a participant, if in its opinion the event is deemed unsuitable

DISCLAIMER

We want you to enjoy your fundraising activities and stay safe at all times. CRC will not accept any liability for any loss, damage or injury caused during the event you decide to undertake. Please use common sense when it comes to health, safety and hygiene. Where food is involved, please take care and work to ensure safe preparation, storage and cooking and follow good hygiene practices. The fundraiser agrees to release CRC to the fullest extent permissible under law for claims and demands of any kind and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arise because of the negligence of CRC or its agents. Your event or fundraising activity should be carried out in accordance with all applicable laws at all times. The CRC are compliant with the Guidelines for Charitable Organisations on Fundraising from the Public and as such have a requirement to ensure that you are familiar with and understand the "Guidelines" and are compliant with them.

Please access the "Guidelines" at <https://www.charitiesinstituteireland.ie/guidelines-for-charitable-organisations-fundraising-from-the-public/>

Please sign your name below to show that you have read the "Guidelines" and are familiar with them.

Signature