

CANCER RELIEF FUNDRAISING APPLICATION FORM

Thank you for choosing to fundraise for Cancer Relief Gibraltar. Our Centre, its services and staff are funded through the generosity of people like you. We really appreciate your support and hope you enjoy the experience. Please return your completed and signed application before starting any fundraising activities. Once received, we will send you a letter of authorisation to fundraise for Cancer Relief; you will need this authorisation to hold your event. Authorization is valid for only this application; any future events will require further authorization.

Step 1: Tell us about you

Please tick here to confirm you are 18 or over. If you are under 18, you will need a parent or guardian with you to complete the registration.

Title:

First name:

Surname:

Address Line 1:

Address line 2:

Address line 3:

Email:

Phone:

Step 2: Tell us about your event

Event Name:

Event Type (e.g. bake sale, quiz, endurance event):

Event Date:

How much are you hoping to raise?

Step 3: What way are you collecting?

Just Giving

Sponsor Forms

Raffle

Entrance/Ticket Fees

Collection Tins/Buckets

Selling Goods/Merchandise

Other (please state):

Licenses

I agree to obtain the required licenses for my event

Please ensure you have appropriate licenses for e.g. sale of goods, advertising, selling of raffle tickets/stands in public areas etc. Information for this can be obtained from number 6 Convent Place by calling 20051745.

CANCER RELIEF FUNDRAISING APPLICATION FORM

Consent

By becoming a charity fundraiser, we will need to obtain certain personal information about you. This information may be written or held on a computer. For more detailed information on how we use and look after your personal information please ask to see our **Privacy Notice**.

The information we may hold on you can include:

- Contact Details such as name, address, email, IP address and telephone numbers.
- Payment details such as type, frequency and amount.
- Events images and/or video where applicable.

By consenting to fundraise for the charity, you will be entering into a temporary contract with Cancer Relief where you will be agreeing for any person or persons authorised by them as their agents to have access to this personal information. We will only share the information provided by you, that is reasonably required for the legitimate interests in which you are engaged with the Charity.

Your address or email may be used to send you updates in relation to your fundraising.

Should you cease to continue to be involved with Cancer Relief, we will retain your information securely and confidentially for the recommended retention period, to comply with our legal obligations, after which it will be confidentially destroyed. We may store some basic anonymised details long term for legitimate interests such as statistical purposes, audit and historical charity archives.

If you fully understand and agree to the above, and are happy to proceed please complete the following and sign:

- I authorise and consent for Cancer Relief personnel to have access to all personal information pertaining to me that is reasonably required for the legitimate interests in which I am engaged within the Charity.
- I authorise and consent for Cancer Relief personnel to share relevant information pertaining to me that is reasonably required for the legitimate interests in which I am engaged within the Charity
- I am aware and consent for Cancer Relief to retain basic anonymised personal information pertaining to me for charity legitimate interests use.

You can withdraw your consent to each or all the above at any time, should you so wish. However, Cancer Relief in order to comply with our legal obligations will retain your information securely with restricted access for 8 years, after which it will be destroyed.

Data Protection

We'll use your details to fulfil your request. We may contact you again by post or phone to tell you more about our services and other ways you can help, including opportunities to donate, volunteer or fundraise. Please let us know if you're also happy to hear from us by email and text.

Yes, I'd like to hear from you by email

Yes, I'd like to hear from you by text

How can we support you?

Please contact us on 20042392 for advice and assistance on your event.

CANCER RELIEF FUNDRAISING APPLICATION FORM

Terms and conditions

By completing this application and registering your fundraising event or activity with us you agree to the following:

- To take sole responsibility for the organisation and management of the event/activity; if you are under 18 you will need to get this agreement countersigned by a parent or guardian who can act as the responsible person.
- That you have no pending or current charges or convictions held against your name.
- To conduct the event/activity in a manner which upholds Cancer Relief's professionalism and values and refrain from doing anything which may reasonably be expected to damage the reputation or integrity of the Charity. We reserve the right to decline any events or activities that do not meet the standards expected by the Charity.
- To follow all required laws and regulations; including all laws pertaining to personal privacy i.e. Data Protection & GDPR and hold all necessary authorisations and licenses as required by Government regulation.
- To obtain the required legal permits, health and safety assessments, licenses etc. in order to hold your event. It is your responsibility to check whether or not your event requires any permissions or permits and to obtain these before you hold your event. Any queries regarding necessity of permits and licenses can be made to **Melissa Balloqui** on **(+350) 20051745**, melissa.balloqui@gibraltar.gov.gi or www.gibraltar.gov.gi
- To ensure, should your event involves participants, you provide a comprehensive briefing to all partakers and supervision throughout adhering to all health and safety requirements.
- You will ensure that any space or venue used for your fundraising activities has the required public liability insurance. All financial liability, public liability and public safety is the responsibility of the event organisers. Cancer Relief will not cover any liability on your behalf.
- To keep in touch and make us aware if there are any unforeseen changes or cancellation to the event. Changes may require new authorisation or may result in authorisation being withdrawn.
- We will try to help you in whatever way we can, but due to limited resources we may not be able to assist you with the actual co-ordination of your event on the day. However, there are still many ways we can support you.
- We can help you with any promotional material your event may require e.g. if you wish to use the Cancer Relief logo on any materials or products, we can provide this for you on request or we can loan you our banners or displays for event day use.
- We can help you with the content needs of any printed materials or advertisements your event requires. Important aspects such as, the correct wording of your promotional material e.g. "Quiz night in aid of Cancer Relief"; ensuring the Charity Name and Registration Number are correct and clearly displayed; ensuring all legal requirements are followed such as clearly stating how proceeds from the event are to benefit the charity, e.g. 'all proceeds from this event' or '50% of all proceeds from this event'; in the case of donated goods clarity on how these will be used for the event. All promotional material which uses the Charity name **MUST** be approved by Cancer Relief before use.
- Where possible a Cancer Relief representative may be arranged to attend your event depending on availability. We would require a minimum of two weeks' notice however attendance cannot be guaranteed.
- You agree to take responsibility for any Cancer Relief promotional material or aids loaned to you for your event and to return them in the condition they were received. Any missing or damaged materials must either be replaced, or the charity reimbursed the cost of replacement.
- We are pleased to receive digital media of your event for posting on the Charity's social media platforms. If you agreed to sharing images or videos of your event with us for promotional purposes, please send via email to fundraising@cancerrelief.gi
- You agree that any expenditure is your own and to take reasonable steps to ensure your expenses do not exceed 40% of gross proceeds from the event and not to retain any part of the gross profits raised as commission, wage or fee.
- To ensure all proceeds raised for the Charity will be deposited to the Cancer Relief as soon as possible following the conclusion of your event and no later than 21 days. All donations/monies handed into the Charity need to be recounted and countersigned by the person handing it in.
- Should donors or supporters like a receipt or thank you acknowledgement for monetary, good or services donations, please send an electronic list including name, address, email address and donation amount and Cancer Relief will directly send an official response.
- We encourage the use of Gift Aid for donations to your event. Please see your pack for more details or request further information from www.cancerrelief.gi or www.gibraltar.gov.gi.

Please sign to confirm you have read the term and conditions and agree to hold your event in accordance with them.

SIGNED _____ NAME: _____ DATE: _____