



St Columba's
Hospice

EDINBURGH | MAKING EVERY MINUTE COUNT

**ST COLUMBA'S HOSPICE SPORTS CHALLENGES TEAM
REGISTRATION FORM & FUNDRAISING AGREEMENT**

Please complete this form as fully as possible, the information you provide will enable us to keep you informed about the St Columba's Hospice Team activities and also provide you with fundraising & training support.

EVENT DETAILS

Name of event: _____ Date of Event: _____

GENERAL INFORMATION

TITLE: _____ FIRST NAME: _____ SURNAME: _____

ADDRESS: _____

POST CODE: _____

TELEPHONE (daytime): _____ (evening): _____

(Mobile): _____ EMAIL ADDRESS: _____@_____

SEX: Male Female: DATE OF BIRTH: _____

Please select as appropriate:

Vest T-Shirt Size: Men's S M L XL Women's 10 12 14 16

BACKGROUND INFORMATION

Have you taken part in running/walking/cycling/similar events before? Yes No

If yes, please give details:

FUNDRAISING INFORMATION

Have you raised sponsorship before? Yes No If yes, please give details:

Please outline how much you hope to raise and how you intend to obtain donations/sponsorship for St Columba's Hospice (e.g. through friends, family, work colleagues, local pub, etc.):

Does your company offer a Matched Giving Scheme? Yes No

If yes, is there a set amount or an upper limit? _____



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REASON FOR CHOOSING TO RAISE FUNDS FOR ST COLUMBA'S HOSPICE

You do not have to complete this section, but we would be interested to know the reason why you have chosen to help us. It may be that you knew someone who was cared for at St Columba's Hospice? Whatever the reason, we would like to know. Many thanks.

FUNDRAISING MATERIALS

On receipt of this form we will provide you with a Fundraising Pack containing:

- Sponsor Forms
- Online fundraising factsheet
- Top Tips for Raising More Sponsorship factsheet

All materials will be emailed in PDF format for you to print yourself. Please get in touch if you do not have access to an email account and/or printer.

WOULD YOU LIKE US TO SEND DETAILS TO A FRIEND? If yes, then complete the details below.

TITLE: _____ FIRST NAME: _____ SURNAME: _____

ADDRESS: _____

POST CODE: _____

TELEPHONE (daytime): _____ (evening): _____

(Mobile): _____ EMAIL ADDRESS: _____@_____

FUNDRAISING TERMS & CONDITIONS

These are the terms and conditions of your permission to collect sponsorship money on behalf of St Columba's Hospice (Registered Charity, No. SC003634).

As you will be collecting money from the public in support of St Columba's Hospice, we are required by law to have a written agreement with you. Failure to have the right sort of agreement would mean that you could potentially be committing a criminal offence under the Charities Act (1992).

The terms of your agreement with us are set out below. We will check that you have provided all the information that we need and if everything is approved we will countersign the very bottom of this agreement and keep it on file. From that point on you will have authority to fundraise on our behalf.

Terms of agreement

1. This is an agreement between you and St Columba's Hospice
2. This agreement will run from the date your form has been received and approved until six months beyond the end of the fundraising event, unless terminated earlier in accordance with the terms below.
3. You are given permission to collect money on behalf of St Columba's Hospice in connection with the event detailed above.
4. You must comply with all fundraising and health and safety guidelines issued by us.



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5. You must only use lawful means to fundraise for St Columba's Hospice and must not do anything that harms or is likely to harm St Columba's Hospice's reputation.
6. You agree to comply with the following financial procedures:
 - i. To pay all money collected on behalf of St Columba's Hospice to us by cheque payable to 'St Columba's Hospice' or to your own designated fundraising bank account
 - ii. To send in any money you collect within 90 days of you receiving the money unless you are holding it in a designated fundraising bank account, which St Columba's Hospice has a right to inspect.
 - iii. To send an accompanying breakdown of how the money was raised (including copies of sponsor forms and/or donation forms)
7. You agree that when you ask for sponsorship money you will make a clear statement explaining that you have been set fundraising targets to achieve in order to take part in the event or to be eligible to claim back a rebate of some or all of the costs of the participating in the event (such as entry fees, travel costs, accommodation, etc.). Fundraising targets and rebates will vary depending on the nature of the activity; full details will be given to you before you agree to participate.
8. You agree that St Columba's Hospice can terminate your authority to fundraise at any time by sending written notice to the address given on your Registration Form.
9. Once you have read and understood the agreement please sign and date below:

SIGNED: **DATE:**

Signed on behalf of St Columba's Hospice:

SIGNED: **DATE:**

Margaret Dunbar
Nursing & Administrative Director, St Columba's Hospice

Please return by post to:

St Columba's Sports Challenges
Challenger Lodge
15 Boswall Road
Edinburgh
EH5 3RW

www.stcolumbashospice.org.uk