

Fundraising Guidelines & Agreement



The Noah's Ark Appeal
Official Charity of the
Children's Hospital For Wales



Fundraising Terms of Agreement

We are delighted that you have chosen to fundraise for the Noah's Ark Appeal, the official charity of the Children's Hospital for Wales. Your support will help us complete the Children's Hospital for Wales & ensure that it becomes a world-class facility.

Before you begin to fundraise for us you will need to read the 'Fundraising Guidelines' below & complete, sign & return the 'Fundraising Agreement' to us, confirming you understand & accept our Fundraising Guidelines.

Fundraising Guidelines

Due to limited resources, the Noah's Ark Appeal is unable to take a co-ordinating role in your event, such as assistance with ticket sales, soliciting prizes or organising celebrities.

The Noah's Ark Appeal can supply the Fundraiser with the following materials which can be ordered from our office using the forms provided.

- Leaflets
- Appeal posters
- Stickers
- Our logo via e-mail
- Collecting tins or buckets
- Blank posters
- Pin badges (for sale)
- T-shirts & Caps (where appropriate)

All buckets, tins & unsold pin badges will need to be returned to us on the completion of your event.

Use of Noah's Ark Appeal Name & Logo

The following guidelines must be adhered to when using the Noah's Ark Appeal name or logo in any promotional material relating to the Event.

- The Noah's Ark Appeal logo where possible should be a minimum of 50mm in diameter; be on white background & must not be cropped or disproportionately reduced in size. We will email the logo on return of this signed agreement.
- The Fundraiser must clearly state that the event is "in support of The Noah's Ark Appeal" & that it is your own initiative and responsibility. The Fundraiser must not call the event a Noah's Ark Appeal event.

- All material must legibly state "The Noah's Ark Appeal - Registered Charity Number 1069485"
- All materials should clearly state what proportion of fundraising proceeds will be donated to the charity. Please state if you are fundraising for more than one charity.

Management & Costs

The Event, including all financial aspects & management should be conducted in the Fundraiser's name & is their sole responsibility.

The Noah's Ark Appeal does not expect to incur any costs relating to your fundraising activity. Please make sure that you have thought of all potential expenditure & the means by which you will cover this before undertaking your project on behalf of the Noah's Ark Appeal.

Keep Safe & Legal

Please remember to keep all activities safe & legal. Please bear in mind the following:

- All aspects of public liability & public safety are the responsibility of the Event Organiser. Please ensure that any space or venue used for your fundraising has the required public liability insurance.
- The Noah's Ark Appeal cannot accept liability for any loss or damage to personal property which occurred during an event in support of the charity.
- To collect on private property i.e. a supermarket, you will need to seek permission from the proprietor.
- Outdoor events may require a permit from the local council.
- The Noah's Ark Appeal requires that there be no door-to-door collections or collecting on public property as this is illegal without a valid licence which needs to be applied for by the charity.

Fundraising Agreement

Your Name

For and on behalf of
Name of Community Group / Company / School (if applicable).....

Address

Postcode Tel

Email

If you do not wish to receive correspondence by email / post (delete as appropriate), please tick

I confirm that I have read and understood the Fundraising Guidelines and agree to conduct my event and any fundraising activity benefiting the Noah's Ark Appeal in accordance with these guidelines.

Signed

Date

Please return completed agreement to:
The Noah's Ark Appeal, Cardiff Royal Infirmary, Newport Road, Cardiff, CF24 0SZ

Get in touch

029 2033 5016 | enquiries@noahs-ark-appeal.org



credit to: Hugh John



Tell Us About Your Fundraising...

Thank you so much for choosing to support the Noah's Ark Appeal. Support from fundraisers in the community is invaluable in helping us complete the Children's Hospital for Wales and enabling it to become a world class facility providing the very best of care for generations of sick children in Wales.

We'd really like to know about your fundraising plans so that we can publicise your event in our newsletter or website, if you wish. Remember to take lots of photos during your event to help with publicity, and make sure you have permission to use the photographs.

Event Name.....

Venue Name & Address.....

Postcode..... Phone.....

Date..... Email.....

Description of Plans.....

How will you raise the funds?.....

Main Contributors to Event Organisation & Participation



t: 029 2033 5016
e: enquiries@noahs-ark-appeal.org
w: www.noahs-ark-appeal.org
a: Noah's Ark Appeal, Cardiff Royal Infirmary,
Newport Road, Cardiff, CF24 0SZ
Registered Charity No. 1069485