

FUNDRAISING EVENT PROPOSAL FORM

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| PERSONAL DETAILS | | | |
| Mr / Mrs/ Miss / Ms / Other | | | Name |
| Address | | | |
| Postcode | | | |
| Telephone - Day | Evening | | Mobile |
| Email | | | Date of Birth |
| Employment Status | | | |
| EVENT DETAILS | | | |
| Name of proposed event:  Date of event:  Description of event:  How will funds be raised:  Expected attendance at event:  Estimated proceeds for Friends of Jersey Oncology:  Is the event in conjunction with any other Charity? If **yes**, please advise name: | | | |
| REASONS FOR SUPPORTING FRIENDS OF JERSEY ONCOLOGY | | | |
| CRIMINAL CONVICTIONS | | | |
| Please provide details of any criminal convictions recorded against you. For certain events you may be asked to complete an additional form to enable us to undertake a police check. | | | |
| FUNDRAISING FOR FRIENDS OF JERSEY ONCOLOGY | | | |
| Authority to Fundraise  Prior to organising and conducting a fundraising event in the name of Friends of Jersey Oncology, you must:   * Be 18 years or over (if under 18 years of age, you will need permission from a parent / guardian) * Complete the Fundraising Event Proposal form and submit this to Friends of Jersey Oncology at least 30 days prior to the event. If your event is approved, we’ll send you an authorisation letter to fundraise.   Fundraising for Friends of Jersey Oncology   * The event must be conducted in accordance with all applicable laws. * Friends of Jersey Oncology is happy to offer advice and guidance for coordinating your event, however, the overall running of the event, including expenses, record keeping and management, is ultimately the Fundraisers responsibility. * Friends of Jersey Oncology insurance cannot extend to volunteer events – we recommend you seek independent insurance advice. * Please advise Friends of Jersey Oncology of any changes to details provided in the Fundraising Event Proposal form prior to the event. * Events involving collections from the public require a permit which you must obtain from the Bailiffs Office. * If you are holding a raffle, please seek advice from Friends of Jersey Oncology.   Financial aspects of the event   * To comply with auditing requirements and to preserve the integrity of the organiser, it is required that at least two people are involved with counting and remitting of proceeds. * All net proceeds must be submitted to Friends of Jersey Oncology within 30 days of the conclusion of the event. * Please do not send cash through the post. * Cheques should be made payable to Friends of Jersey Oncology Limited. | | | |
| DISCLAIMER | | | |
| We want you to enjoy your fundraising activities and stay safe! Friends of Jersey Oncology can accept no liability for any loss, damage or injury caused during the event you undertake. Friends of Jersey Oncology’s insurance does not cover property or the property of your helpers and guests, nor does it cover your personal liability for any injury suffered by yourself or events participants. | | | |
| APPLICANT’S SIGNATURE | | | |
| * I confirm that all information contained in this application form is true and complete. * I agree to hold my fundraising event in accordance with the terms and conditions of Friends of Jersey Oncology as set out above and all applicable laws. * I confirm Friends of Jersey Oncology will receive all revenue from the event within 30 days of the event. * I understand that any false statement or the withholding of information may cancel my application to fundraise for Friends of Jersey Oncology. * I understand that Friends of Jersey Oncology may require a police reference for certain events. | | | |
| Signed | | Date | |
| Please return to:  Friends of Jersey Oncology  Jersey Oncology & Haematology Unit  Le Quesne Unit  Jersey General Hospital  St Helier  Jersey  JE1 3QS  Email: info@fojo.je | | | |