

Mountain Rescue England and Wales FUNDRAISING PACK



Thank you for requesting
our Fundraising Registration Pack.
And thank you for your fundraising efforts
– we couldn't do it without you!

Thanks to the money you raise, we can support the 58 mountain and cave rescue teams (49 mountain rescue teams + 9 cave rescue teams) across England and Wales in their work delivering this vital community service at local level.

We do this through the provision of nationally-run training courses and key items of kit, as well as helping insure the team vehicles which keep the teams on the road — so their locally-raised funds can be put to use where they're needed: helping the casualty.

This pack contains everything you need to let us know what you are doing, when you are doing it and what fundraising support you need from us. We can also advise you on writing press releases, gaining auction or raffle prizes and promoting your event — you only have to ask!

To register your event, please complete pages 2 and 3 electronically and return them to **events@mountain.rescue.org.uk** or, if you prefer, you may complete a hard copy and post it to **Julian Walden, Assistant Secretary, Mountain Rescue England and Wales, PO Box 17664, Tamworth B77 9QB.**

Once we have received your registration, we will supply you with a copy of our sponsor form. Following your event, please send the Funds Return Form to us, together with any completed sponsor forms and your donation.

And if you'd like to see your event featured in Mountain Rescue magazine, let us know so our Editor can talk to you about words and photos. We love to promote the good work of our fundraisers — and the quirkier the story the better!

If you require any further information or need any assistance, please don't hesitate to email us on **events@mountain.rescue.org.uk.**

MOUNTAIN RESCUE ENGLAND AND WALES | SO MUCH MORE THAN MOUNTAINS

Website: mountain.rescue.org.uk • **Facebook:** facebook.com/MountainRescue.MREW
Twitter: [@mountainresqUK](https://twitter.com/mountainresqUK) • **JustGiving:** [justgiving/mountainrescue](https://justgiving.com/mountainrescue)

Fundraising Event Registration Form

Please help us to offer you the best available support for your event by completing this form and returning it to us at least three weeks in advance of your event.

Name:	
Address:	
	Postcode:
Email:	
Telephone:	Mobile:
What type of event/fundraising activity are you holding?:	
How do you intend to raise funds?:	
Date of event:	
Start and finish times of event:	
Event venue & address:	
Number of attendees expected:	
How much do you hope to raise?: £	
If you intend to have an online fundraising page (eg. justgiving.com or virginmoneygiving) please give details:	

The information you provide will not be divulged to any other organisation or third party.

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Mountain Rescue England and Wales is a Charitable Incorporated Organisation
Registered In England and Wales No: 1178090 • Registered Office: 12 Edward V11 Avenue, Newport NP20 4NF

Fundraising Agreement

The following guidelines have been put together in order to help you fundraise. Please complete the form to show you agree with the items below. This MUST be completed and returned to Mountain Rescue England and Wales before you begin fundraising.

I agree to:

1. Use my best endeavours to raise money for Mountain Rescue England and Wales and not to do anything to bring Mountain Rescue England and Wales into disrepute.
2. Obtain and pay to Mountain Rescue England and Wales all money raised within three months of my fundraising activity (any cheques should be made payable to 'Mountain Rescue England and Wales' and sent to the address below).
3. Show the charity any material bearing the Mountain Rescue England and Wales name or logo, or that discusses the work of the organisation, prior to printing and distribution, to ensure it adheres to our brand guidelines.
4. Ensure that all materials include the text 'Registered charity number 1178090'.
5. Not carry out house-to-house collections.
6. Not collect in any public place or on a pub crawl without first obtaining a collector's licence from the appropriate local authority (usually the police or the council).
7. Not collect on private property (including shops, pubs etc) without first obtaining the permission of the owner.
8. Not hold a raffle without contacting Mountain Rescue England and Wales to arrange for a licence.
9. Inform Mountain Rescue England and Wales if you are holding an event which requires public liability insurance.

I understand that Mountain Rescue England and Wales may terminate my rights to raise funds at any time.

*Please return the completed form to events@mountain.rescue.org.uk
Alternatively, cut out and post to Julian Walden, Assistant Secretary, Mountain Rescue England and Wales, PO Box 17664, Tamworth B77 9QB.*

Please detail your proposed activity:	
Date of proposed event:	
Supporter ID:	
Name:	
Address:	
	Postcode:
Telephone:	Mobile:
Email:	
Signature:	Date:

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Sending us the money you raise

This form keeps a clear record of the money you have raised for Mountain Rescue England and Wales. It also enables us to thank and acknowledge receipt of your support.

Once you have finished your fundraising event or activity, please count the money. The Charity Commission recommends that at least two people are involved in handling and recording the money received, and that all cash you collect is banked by your charity as soon as possible. (See: charitycommission.gov.uk/running-a-charity/fundraising/fundraising-legally-and-responsibly).

Once you have accounted for all the money raised, the form requires two signatures: you, as the fundraiser, and a witness.

Return the completed form, with a cheque made payable to 'Mountain Rescue England and Wales', to **Julian Walden, Assistant Secretary, Mountain Rescue England and Wales, PO Box 17664, Tamworth B77 9QB**

Please complete each section using CAPITAL letters:

Section A

Full name:	Supporter ID:
Address:	
	Postcode:
Telephone:	Mobile:
Email:	

Section B

Details of how funds were raised please break down by activity):	Amount raised:
Grand Total:	£

Section C

<i>The Charity Commission require that the fundraiser and a witness must both sign to confirm that the above amounts collected are accurate.</i>	
Signature of fundraiser:	Date:
Signature of witness:	Date:

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NAME _____

ADDRESS _____ POST CODE _____

TELEPHONE _____ MOBILE _____

EMAIL _____

Please Gift Aid it

Tick here if you would like Mountain Rescue England and Wales to claim tax on your sponsorship donation. This means that we get 25% more without it costing you a penny. Please bear in mind that you must pay an amount of income tax or capital gains tax equal to the tax that we claim on your sponsorship. Please make sure that we can read all your details as this supports our tax claim.

Please note: Name, first line of address and postcode are mandatory for each individual entry, for us to be able to claim Gift Aid.

SPONSOR'S FULL NAME	HOME ADDRESS	POST CODE	AMOUNT PLEDGED	AMOUNT GIVEN	DATE GIVEN	GIFT AID?
Anne X Sample	1 Sample Gardens, Manchester	AB1 23C	£xx.xx	£xx.xx	01.03.14	✓
TOTAL						

• Make sure your sponsors fill in their full name and address • Check their postcode is correct • Tell them to tick the Gift Aid box if applicable • Make sure all details are legible
 • Make cheques payable to 'MOUNTAIN RESCUE ENGLAND AND WALES'

DATE MONIES RECEIVED _____ TOTAL AMOUNT OF GIFT AID DONATIONS £ _____ TICK BOX IF YOU REQUIRE A RECEIPT

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