



The Rif Community Foundation

## **RIFCOM CHARITY CHALLENGE EVENT MAY 2010 FUNDRAISER AGREEMENT**

Thank you for registering to raise money for RifCom. You have paid or pledged to pay a registration fee of £350 and agreed to raise at least an additional £450 to take part in the RifCom Charity Challenge Event in May 2010.

As you will be collecting money from the public in support of RifCom, we are required to have a written agreement with you. Please sign and return this Agreement to RifCom, keeping a copy for your records.

I, the under-signed Participant, agree that I will:

1. Use my best endeavours to raise the minimum sum of £450 for my event and to pay at least 80% of that sum to RifCom at least 4 weeks before the event (29<sup>th</sup> April 2010) with proof of confirmed pledges for all additional sums.
2. Guarantee to pay the remaining 20% of the minimum sum specified no later than the date of departure for the Event (27<sup>th</sup> May 2010).
3. Keep details of the names and addresses of and amounts donated or pledged by all donors and provide such details to RifCom no later than 4 weeks before the trip (sponsorship forms can be obtained from RifCom)
4. I understand that all money received by RifCom is treated as a donation and is non-refundable. If for any reason I am unable to take part in the challenge I understand that RifCom can only refund any sponsors who have specifically requested this by informing me in writing at the time of making the donation.
5. Ensure that any cheques are made payable to RifCom and that they are sent to RifCom no later than 3 weeks after issue.
6. Only use sponsorship forms issued by RifCom and not use any other type of sponsorship form (unless otherwise agreed with RifCom).
7. Not collect on private property (including the workplace, shops and pubs etc) without first obtaining the permission of the owner.
8. Not conduct any public fund-raising event without first contacting RifCom and I will comply with any guidance or guidelines issued to me by RifCom in connection with this kind of event.
9. Not reproduce the RifCom logo without first obtaining the permission of RifCom
10. Ensure RifCom pre-approve any materials produced to help with my promotions that will be used in the public domain, whether printed or online (posters, press releases, websites etc.), that use RifCom's name, logo, website link or use photos/images provided by RifCom or talk about RifCom's work.
11. Take responsibility for the safe keeping of the money raised in RifCom's name, both during and after the collections, until it is transferred to RifCom.
12. Abide by the Conditions of Entry set out in the Welcome Pack (please ask if you require another copy).
13. Check with RifCom before accepting any donations over the value of £5,000.
14. If collecting cash I will ensure it is counted in the presence of at least one witness (not related to myself) and the amount will be written, signed by the witness/es and a cheque for this amount sent to RifCom.



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15. I understand and accept the following:

- a) This is an agreement between myself and RifCom (the Charity)
- b) This agreement will run from today's date (entered below) until the later of 1st July 2010 or the date I finish fund-raising for RifCom, unless terminated by the Charity at anytime in writing to me at the address I have given below.
- c) I must only use lawful means to fundraise for the Charity, must make reasonable endeavours to ensure I do not accept the proceeds of crime as a donation and must not do anything which harms or is likely to harm the Charity's reputation.

I confirm my agreement to the above and I declare myself a 'fit and proper' person to raise funds for RifCom and do not intend to do anything to bring RifCom into disrepute. I understand that RifCom may terminate my rights to raise funds at any time.

Name of Participant: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: - .....Date:-.....

Signed on behalf of RifCom: - .....

Please sign and return to: Events Team, PO Box 575, Gibraltar.

If you have any questions, please email to [info@rifcom.org](mailto:info@rifcom.org)