

**Staff Name: Louise**  
(Comic Relief Use Only)

**SPORT RELIEF 2012  
FUNDRAISING AGREEMENT**

**Background**

1. The main objective of this agreement is to raise funds for Sport Relief, an initiative of Comic Relief, the operating name of Charity Projects (a charity registered in England and Wales with number 326568 and in Scotland with number SC039730) which supports projects in the UK and some of the poorest countries in the world ("Sport Relief").
2. This agreement is required by the Charities Act 1992 (as amended), the Charitable Institutions (Fundraising) Regulations 1994, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities and Benevolent Fundraising (Scotland) Regulations 2009.
3. Before your fundraising activity commences, you must (i) complete paragraphs 18 to 22 below in as much detail as possible; (ii) sign and date this agreement where indicated; and (iii) return it to **Comic Relief, 89 Albert Embankment, London SE1 7TP**. If you would like a signed original copy of this agreement, please send us two signed copies and a stamped addressed envelope and if your activity is approved, we will return a signed copy to you.
4. On receipt of the agreement, we will assess whether your activity is appropriate, and contact you if we require further details.

**General Terms**

5. You will run the fundraising activity described by you in paragraph 19 below in support of Sport Relief.
6. You will make all donations and contributions set out in paragraphs 20-22 below.
7. As long as you do everything mentioned in this agreement, Comic Relief grants you the right to refer to the connection between your fundraising activity and Comic Relief by using our "**Fundraising for Sport Relief 2012**" logo for your fundraising activity (in accordance with any guidelines provided).
8. You will ensure that the following information appears on all materials promoting your fundraising activity or requesting donations for Sport Relief:
  - (a) the **amount going to Sport Relief** from your activity as described by you in paragraphs 19-22 (for example "50p from the sale of this item goes to Sport Relief", or "All profits from the event go to Sport Relief. We estimate the profits will be £250"). The purpose of this statement is to allow the public to understand what **THE ACTUAL MONETARY** contribution will be to Sport Relief from the fundraising activity so please avoid ambiguous statements such as "Net profits go to Sport Relief" or "The sale of this item

benefits Sport Relief" where it is unclear what the contribution may be or how the contribution will be calculated. ; and

- (b) the words: "In support of Sport Relief, an initiative of Comic Relief, registered charity 326568 (England/Wales); SC039730 (Scotland)".

9. Sport Relief does not authorise you to act as an agent for or on behalf of Sport Relief.
10. Please be safe! Whilst we really appreciate your support, Sport Relief is not responsible for organising, supervising or hosting your fundraising activity and all activities and participation in them are at the organisers' and participants' own risk. Sport Relief does not accept responsibility or liability for any loss or damage, or for any death or personal injury, arising out of any fundraising activity, including as a result of negligence (except death or personal injury caused by Sport Relief's negligence).
11. We don't advise that you collect money in a public place or door to door. If you do choose to do so, you'll need a licence from your local authority (you should find details about this on your local authority's website).
12. If you are planning a lottery (such as a raffle or a sweepstake) or a pay-to-enter competition, you should be aware that there are strict laws about what you can do. For those of you in England, Wales or Scotland, the Gambling Commission publishes useful guidance at [www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk). The Northern Ireland Council for Voluntary Action publishes guidance for Northern Ireland at [www.nicva.org](http://www.nicva.org).
13. If children (under 16) are involved in fundraising in any way, please make sure they have permission from their parent or guardian, and are properly supervised by a responsible adult. Children should not approach strangers about fundraising.
14. Sport Relief cannot provide insurance to fundraisers. You should always consider whether you need appropriate insurance cover for your fundraising activity. If necessary, carry out a risk assessment and make sure participants are fully briefed about the activity.
15. Sport Relief may end this agreement at any time by writing to you, if you (i) fail to do anything mentioned in this agreement, (ii) act unlawfully or infringe the rights of a third party, or (iii) do anything likely to bring Sport Relief into disrepute. Sport Relief may also decide, in its sole discretion, to end this agreement at any time by giving you 14 days' written notice. When this agreement ends, you must stop your fundraising activity immediately and pay any remaining amounts which are due. Any changes to this agreement need to be agreed in writing.

#### How To Send Us Money Raised

16. You agree to send to us all money relating to your fundraising activity, as described below, as quickly as possible, and in any event no later than 1 month after the date that your activity ends, which is when this agreement will also end.
17. You can make the payment by:
  - (a) sending a cheque made payable to "Sport Relief 2012 (Fundraise)" to: Sport Relief 2012, Ernst & Young, PO Box 51543, London SE1 2UG.; or

Please specify the start and end date of the activity (this period of activity must not be more than 1 month): ..... 00:00 am on 23rd March to 11:59 pm 23rd March

Donations and Payments

If you are planning to keep any part of the money raised for Sport Relief (for instance to cover any costs), or if you are acting on behalf of a company and your fundraising is carried out in the course of a business, you need to provide us with some more information below. If you are neither fundraising in the course of a business nor making any deductions, and you are giving all money raised to Sport Relief then you may not need to fill in paragraphs 20-22, but please consider the below carefully. **Remember** that the amount going to Sport Relief and any deductions must be made clear on all your fundraising materials, as required under paragraph 8 (a):

20. Please give details of the amount you are raising for Sport Relief and/or how this will be calculated (e.g. "my shop sells cakes for 50p, and 30p from the sale of each cake will go to Sport Relief" or "I am selling concert tickets for £10 – for each ticket sold I will donate 75% of the purchase price (i.e. £7.50) to Sport Relief" or "All sponsorship money other than £100 to cover my expenses will go to Sport Relief"):

*£5 will be charged for each bungee painted and that will go to each individual painted. We will also be asking people to sponsor us. All sponsorship money will be going to Sport Relief. The £5 is to go towards cost of paint and not the*

21. Please give details of any deductions you wish to make from the amounts being raised (e.g. following the example in paragraph 20 above, this would be that you are deducting £2.50 from each concert ticket sold to cover costs):

*No money is deducted from the sponsor money but the main's will be paying the painter £5*

Also, if you wish to split the money you raise between Sport Relief and another charity/charities, then please state details of the other charity/charities here including their registered charity number(s) and what the percentage split between Sport Relief and the other charity/charities will be:

*N/A*

22. If you are not able to give exact figures as per the examples in paragraph 20, please provide your best estimate of the amount you think you will donate and not just a percentage (e.g. "I will give 15% of my weekly profits from my website to Sport Relief for 3 weeks. I estimate these will be £100 per week"). This should be the amount that you sensibly think you will actually raise - you are not obliged to raise this amount):

*I will get as many sponsors as possible. I estimate this to be at least £50 for every member of the team but we did something similar last year and raised a total of just over £8,000 between us.*

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**YOUR SIGNATURE**

Please read this agreement carefully and if you agree please sign and date below:

Your signature: .....

Your name: S. L. GRAY.....

Signed for and on behalf of: The Sport Relief Bump-a-thon Team  
(If you are signing on behalf of a company or business, please add the company or business name here)

Date of signature: 05/01/2012.....

**OUR SIGNATURE**

Signed:   
for and on behalf of Sport Relief

Date of signature: 7/2/12.....