Thank you for registering to raise money for Southend Hospital Charity. As you will be collecting money from the public in support of Southend University Hospital, we are required by law to have a written agreement with you.

It is important that you sign and return this copy to us before starting your fundraising and keep the other for your own records.

I agree that I will:

1. only use sponsorship forms issued by Southend Hospital Charity and not use any other type of sponsorship form (unless otherwise agreed with Southend Hospital Charity).

2. only raise funds by carrying out house-to-house or street collections after having first received permission from my local authorities.

3. only collect on private property (including the workplace, shops and pubs etc) after first obtaining the permission of the owner.

4. not conduct any raffle or lottery without first contacting Southend Hospital Charity and I will comply with any guidance or guidelines issued to me by Southend Hospital Charity in connection with this kind of event.

5. contact the Department of Fundraising well in advance of organising any public event and I will comply with any guidance or guidelines issued to me by Southend Hospital Charity in connection with this kind of event, especially in relation to acquiring adequate insurance.

6. not reproduce the Southend Hospital Charity or NHS logo without first obtaining the permission of Southend Hospital Charity.

7. ensure Southend Hospital Charity sign off any materials I produce to help with my promotions whether printed or online, where Southend Hospital Charity name, logo, website link, or any mention of Southend Hospital Charity work, is used.

8. ensure that any photos that I use are provided by Southend Hospital Charity where Southend Hospital Charity name, logo, website link, or any mention of Southend Hospital Charity work, is used – these include photos on websites, tickets or any other materials.

9. not approach companies for sponsorship or matched donations without getting in touch with Southend Hospital Charity beforehand. This is because whilst in general Southend Hospital Charity strongly encourages match giving and company donations, there are a small number of companies that the Charity does not accept support from. Sponsorship from colleagues on an individual basis will always be accepted.

10. take responsibility for the safe keeping of the money raised in Southend Hospital Charity’s name, until it is transferred to Southend Hospital Charity.
Southend Hospital Charity Fundraising Agreement

I understand and accept the following:

a) This is an agreement between myself and Southend Hospital Charity (the Charity)

b) This agreement will run from today’s date (entered below) for 12 months 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 and must not do anything that may jeopardise Southend University Hospital’s reputation.

d) I understand that Southend Hospital Charity may terminate my rights to raise funds at any time.

I declare myself a ‘fit and proper’ person to raise funds for Southend Hospital Charity and do not intend to do anything to bring Southend Hospital Charity into disrepute. I understand that Southend Hospital Charity may terminate my rights to raise funds at any time:

Name of Participant: ……………………………………………………………………………………………………………………

Address: ………………………………………………………………………………………………………………………………………

Signature:…………………………………………………………….Date:……………………………………………………………

Signed on behalf of Southend Hospital Charity……………………………………………………………………………….

THANK YOU FOR YOUR SUPPORT

Please sign and return to: Southend Hospital Charity, Department of Fundraising, The Lodge, Prittlewell Chase, Westcliff on Sea, Essex SS0 0RY