



## NATIONAL BREAST CANCER RESEARCH INSTITUTE

# National Breast Cancer Research Institute Fundraising Proposal Form

We are delighted that you are considering raising funds to support world class breast cancer research at NUI Galway. Our vision is to have a real and measurable impact on outcomes for breast cancer patients.

Integrity is of paramount importance to us, our donors and of course, to our fundraisers. We want your fundraising to be a rewarding, enjoyable and safe experience. Our fundraising terms and conditions have been put together to assist individuals, organisations and other groups that would like to hold an event or fundraise for National Breast Cancer Research Institute. Please read the terms and conditions before completing our Fundraising Proposal Form.

Remember, we are here to help so if you have any questions or need any further information, just telephone us on 091 863 917 or email [Hello@BreastCancerResearch.ie](mailto:Hello@BreastCancerResearch.ie)

## Fundraising Terms and Conditions

### Authority to Fundraise for National Breast Cancer Research Institute

To organise and conduct a fundraising event in the name of National Breast Cancer Research Institute, you must:

- Provide photo ID and recent utility bill.
- Be 18 years or over (if under 18 years of age, you will need permission from a parent / guardian).
- Complete this form and submit it to National Breast Cancer Research Institute at least 14 days prior to the event.
- Once approved, National Breast Cancer Research Institute will issue you with a formal confirmation letter.

#### NOTE:

Please do not make any announcements or publicise the fundraiser until National Breast Cancer Research Institute gives approval.

# Fundraising for National Breast Cancer Research Institute

- Activities must be conducted in accordance with all applicable laws.
- National Breast Cancer Research Institute is happy to offer advice and guidance for coordinating your activity, however, the overall running of the event, including expenses, promotion, record keeping and management is ultimately your responsibility.
- National Breast Cancer Research Institute insurance cannot extend to volunteer events - you should seek independent insurance advice.
- Please advise National Breast Cancer Research Institute of any changes to details provided in this form prior to the event.
- Before organising a public collection, you will require a permit. Please contact your local Garda station for advice regarding necessary permits.
- If you are organising a raffle where tickets are to be sold to people other than your guests, you should contact your local Garda station for advice. All lotteries must comply with the law.
- Door-to-door calls are only permissible if you know the residents and should be made during daylight hours.
- Please advise us of any individual or corporate sponsors who have made a contribution of €500 or more, so that National Breast Cancer Research Institute can formally thank them for supporting you.
- Approval to repeat an event must be requested separately prior to each event from National Breast Cancer Research Institute.

## Cash Handling & Banking

To comply with good fundraising practice and to preserve the integrity of the organiser:

- It is required that at least two people are involved with the counting, recording and remitting of proceeds.
- We recommend that Proceeds be recorded on a summary sheet and signed by the 2 collectors at the time of collection.
- Collection monies should be kept secure at all times.
- All net proceeds must be submitted to National Breast Cancer Research Institute within 30 days of the conclusion of the event. This requirement is also necessary to comply with collections held under An Garda Siochana permits.
- Please do not send cash through the post.

## Use of National Breast Cancer Research Institute Name, Logo & Branding

- In naming the event, 'National Breast Cancer Research Institute' should not be used in the title, but as beneficiary of the net proceeds. For example: '(Event Name) to benefit National Breast Cancer Research Institute'.
- Prior approval must be sought from National Breast Cancer Research Institute for any printed materials, advertisements, media materials and releases associated with the event.



# Fundraising Event Proposal Form



NATIONAL BREAST CANCER  
RESEARCH INSTITUTE

Please note:

Completing this form does not imply authorisation from National Breast Cancer Research Institute to undertake this event on our behalf, when we have processed your form we will be in touch to authorise your event. Please print clearly in BLOCK letters and tick where appropriate.

## Fundraising Organiser Details

Title:	First Name:	Surname:
Name of group/company planning event (if applicable):		
Full Address		
Telephone (Day):	(Evening):	(Mobile):
Email:		
National Breast Cancer Research Institute may use your details to keep you up-to-date on our work and to send you information regarding our fundraising events and activities. If you prefer not to receive any further communication from us please tick here. <input type="checkbox"/>		
Are there other beneficiaries besides National Breast Cancer Research Institute? If yes, please provide details:		
Have you formed a committee to help organise this event? If yes, (please attach names & contact details).		
If you are fundraising as part of a company/organisation please give us a brief description of your company:		

## Extra Details

Name of proposed event:	Date of Event:	Time:
Location:	Address:	
Description of proposed event:		
Expected attendance (if applicable):		
Has this event taken place for National Breast Cancer Research Institute before?		
If yes, please provide details:		
Sharing your story (optional): If you are happy to share your reason for holding an event, please complete the section below.		





## Fundraising materials required from National Breast Cancer Research Institute

(Please note: we will do our best to provide you with all the items you request, however some items are subject to availability.)

\*Please fill in the quantities required

Sponsorship Cards (27 lines per card)	<input type="text"/>				
Information brochures about National Breast Cancer Research Institute	<input type="text"/>				
Collection buckets	<input type="text"/>	Balloons	<input type="text"/>	Posters	<input type="text"/>
T-shirts: Small	<input type="text"/>	Medium	<input type="text"/>	Large	<input type="text"/>
				Extra Large	<input type="text"/>

(PLEASE NOTE: It costs almost €5 to cover the manufacturing of each t-shirt. We appreciate your consideration when ordering quantities. Thank you!)

### Disclaimer

National Breast Cancer Research Institute can accept no liability for any loss, damage or injury caused during the event you undertake. National Breast Cancer Research Institute 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 your event participants.

The event holder agrees to release National Breast Cancer Research Institute to the fullest extent permissible under law for claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arise because of the negligence of National Breast Cancer Research Institute or its agents.

National Breast Cancer Research Institute reserves the right to terminate the agreement relating to the Event at any time if it appears that there is a likelihood of the Event Holder failing to adhere to any of the above terms and conditions.

### Agreement

- Yes, if food is involved in the event, I agree to take care and work to ensure safe preparation, storage and cooking and follow good hygiene practices.
- Yes, I agree to hold my fundraising event in accordance with the National Breast Cancer Research Institute Terms and Conditions attached and all applicable laws.
- Yes, I agree National Breast Cancer Research Institute will receive all revenue from the event within 30 days of the event.
- Yes, I agree that all publicity for the event must be approved by National Breast Cancer Research Institute prior to release/publication.

Signature of applicant:	Print Name:	Date:
Signature of parent/guardian (if applicant under 18 years of age):	Print Name:	Date:

A huge **THANK YOU** for offering to organise an event in support of National Breast Cancer Research Institute. We look forward to contacting you regarding your fundraising initiative.

**Please return completed form to:**

National Breast Cancer Research Institute,  
Symptomatic Breast Unit,  
University Hospital Galway,  
Galway, Ireland. Tel: 091 863 917  
Email: Hello@BreastCancerResearch.ie  
Web: www.BreastCancerResearch.ie

