**Registration form**

**Please read the following before completing the form.** Enter information in the grey boxes, check the appropriate boxes and please read all the information provided. Once completed, save and email the form to us at fundraising@cambridgerapecrisis.org.uk. All third party fundraising should be registered with the charity.

**Your details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** |  | | | | |
|  |  | | | | |
| **Full name** |  | | | | |
|  |  | | | | |
| **Company name**  (if fundraising with your work) |  | | | | |
|  |  | | | | |
| **Address**  (inc. postcode) |  | |  | | Home  Work  University  (please tick as appropriate) |
|  |  | | | | |
| **Telephone**  (please supply at least one telephone number, whether mobile or landline) | Landline:  Mobile: |  | | Home  Work (please tick as appropriate)  Home  Work (please tick as appropriate) | |
|  |  | | | | |
| **Email address** |  | | | | |
|  |  | | | | |
| **Date of birth**  (we need this to check you’re over 18,  please just put your age if you prefer) |  | | | | |
|  |  | | | | |
| **Why are you fundraising for**  **Cambridge Rape Crisis Centre?** | e.g. in memory of a loved one, appreciation of care. | | | | |
|  |  | | | | |
| **Where did you hear about**  **Cambridge Rape Crisis Centre?** |  | | | | |

**Your fundraising**

|  |  |
| --- | --- |
| **What type of fundraising event or activity are you doing?**  (tick as appropriate) | Taking part in an organised event – e.g. Cambridge Half Marathon  Organising my own fundraising event or activity |
|  |  |
| **If you are talking part in an organised event, do you have:** | your own place in the event?  a charity place in the event? |
|  |  |
| **Name of event / activity** |  |
|  |  |
| **Date of event / activity** |  |

**Fundraising materials**

We offer our fundraising materials free to our fundraisers to help with your fundraising and to help raise awareness of our work. When ordering these materials overleaf, please remember that they do come at a cost to the charity, so please only order what you need. We try to keep to one t-shirt or vest per person. You will also find digital fundraising resources on our website: www.cambridgerapecrisis.org.uk/fundraising.

So all the money you raise can go where it’s needed, we ask you to collect all fundraising materials from the charity’s offices whenever possible but please don’t worry if you can’t. See the note overleaf about collecting from our offices.

**Form continues overleaf…**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Quantity and sizes**  (for clothing, please put the quantity of each size required) | | | | | | | | | | **Getting it to you?** | |
| Post | Collect\* |
| T-shirt | S |  | M |  | L |  | XL |  | XXL |  |  |  |
| Running vest | S |  | M |  | L |  | XL |  |  | |  |  |
| **Sizes:** All our t-shirts and vests are unisex in style and size. To help you choose the right one, each size is given below as a women’s dress size and the chest size in inches, in brackets:  T-shirts: Small=6-8 (38”) / Medium=10-12 (40”) / Large=14-16 (42-44”) / Extra large=18-20 (46”) / Extra extra large=22-24 (49”)  Vests: Small=10 (38”) / Medium=12 (40”) / Large=14 (43”) / Extra large=16 (46”) | | | | | | | | | | | | |
| **\*Collecting from our offices:** due to the nature of our work, we don’t widely publicise the location of our offices and so a member of the fundraising team will tell you the address when arranging your collection. Our offices are not based at 12 Mill Road, that address is just for correspondence. Also, please be aware thatwe keep our offices women only so they are a safe space for the survivors we support and so we will always post materials to our male supporters. | | | | | | | | | | | | |

**Keeping in touch and your personal information**

We (Cambridge Rape Crisis Centre) take your privacy seriously and will always treat your personal details with the utmost care and will never sell or swap your details with third parties for their marketing purposes. In order to carry out our activities as a charity we process and store personal data relating to our supporters when it is provided to us for the purposes of communication, marketing (only with your permission), analysis and administration purposes. We store your personal data securely and only for as long as we are legally required. If you do not wish to provide your information then your fundraising can be made entirely anonymously – and so do not complete this form - but lack of provision may result in the charity being unable to provide our best service.

If you are happy to hear from us by email about news, fundraising, events, volunteering, products from our shop and how your support is benefitting local women and girls impacted by rape and sexual violence (which includes our newsletter) please tick the box below.

**PLEASE NOTE:** If you already hear from us by email then you need to tick the box to continue hearing from us. If your leave the box blank, we will have to take it that you no longer wish to hear from us.

Yes, I would like you to keep in touch by email

You can change the way we communicate with you at any time by contacting us on 01223 313551 or emailing [fundraising@cambridgerapecrisis.org.uk](mailto:fundraising@cambridgerapecrisis.org.uk). For more information about how we protect and use the data you give us please see our Privacy and Data Protection Policy.

If you’d like to find out more about some of the other ways you could get involved, please let us know by using the tick boxes below, and we will get back to you as soon as we can.

Please send me information about:  Making a donation or a regular gift  Leaving a gift in my Will

**Terms and conditions**

By completing and returning this form to Cambridge Rape Crisis Centre I understand and agree that I’m undertaking a fundraising event or activity to raise funds for Cambridge Rape Crisis Centre and so all proceeds of this event or activity are the monies of Cambridge Rape Crisis Centre and will be given to them at the earliest opportunity. I understand and agree that Cambridge Rape Crisis Centre does not accept any responsibility for this event or activity. I understand and agree that I am undertaking this event or activity at my own risk and that Cambridge Rape Crisis Centre is not responsible for any risk, injury, loss or damage that may result and will not be liable for any claim which may arise from this event or activity. Cambridge Rape Crisis Centre strongly recommends that if you are taking part in an event organised by a third party that you make sure that party has adequate insurance and if you are using a venue that you get written permission from the venue confirming they are happy for you to use the venue for fundraising activities, that you check if the venue has sufficient insurance to cover your event or activity and that you get a copy of the venue’s Public Liability insurance.

Please be aware that Cambridge Rape Crisis Centre reserves the right to use any fundraising details and/or photos that you provide to the charity and/or that the charity takes at their fundraising event(s) in our literature and promotional materials, which may include our website and social media. If you DO NOT want to feature in photos taken by the charity at their fundraising events you need to make this known to the charity and the photographer at the time. We will endeavor to ensure that your wishes are followed; however it is possible that you may appear as part of a large group shot.

**Date:**       Registered Charity No. 1179871