

# The Acorn Project Hawkes Bay

## Fundraiser Registration Form

Thank you for your interest in wanting to fundraise for The Acorn Project HB. While we appreciate your interest we need to ensure that our integrity and public image is protected therefore it is important that you obtain approval before you go ahead with your fundraiser.

### Personal Details

Name:.....  
Address:.....  
.....Postcode.....  
Phone.....Mobile.....Business.....  
Email.....Facebook.....

### Company Details

Name:.....  
Number of employees/Members.....  
My position/role.....  
Postal Address.....  
.....Postcode.....  
Website.....Email.....  
Facebook.....

## How and why do you wish to support The Acorn project HB

Will The Acorn Project HB be the sole beneficiary for this event?

Yes                      No

If not who are the other beneficiaries:.....  
.....

How is this split?.....

Why would you like to fundraise for The Acorn Project HB?

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Do you Know any Acorn Project Members (young people living with Cancer)?

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## Tell Us About your Idea

If you have a documented plan please attach this to the form

## Fundraising Event

Name/description of the event/activity (please include as much information as possible about the event and who is involved. Including method of raising funds and any fees charged)

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Event date and time,.....

Donations must be delivered to the Acorn Project HB within 30 days of the event

Event Venue.....

Number of People expected.....

Would you like a Acorn Project HB representative there?    Yes                      No

Please note this is not always possible

Has the Event happened before?                                      Yes                      No

During the event

All Fundraising activities are carried out to ensure you do the right thing in all circumstances. That it is true to the values of The Acorn Project and nothing would occur to demean or dishonour The Acorn Project or the fundraising organisation

Sponsored Challenge i.e Head shave

My challenge.....

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Date period or challenge will run.....

Income and expenditure (Please note the acorn project hb is not liable for any expenses) E.g Venue, Supplies, Transport, Equipment, Security, Food

Estimated Income	\$	Estimated Expenditure	\$
<b>Total</b>		<b>Total</b>	
Estimated Net Income(total income Minus Total expenditure : \$			

**Transparency**

All Money that is fundraised is accounted for and all related expenses are itemised and 100% of the profit is handed over to The Acorn Project.

**Support Materials required from The Acorn Project HB**

The Acorn Project HB is happy to loan the following materials where relevant. However please note that these are subject to availability.

Please supply me with:	Number Required
Donation Buckets/ collection boxes	
Sponsorship forms	
Banners/ Flag	

Use of The Acorn Project Hawkes Bay Logo

I Plan to promote my fundraising efforts by (please include as much detail as possible)

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I plan to spread the word about my fundraising efforts to the following audiences:

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I would be happy for The Acorn Project HB to include details of our event on their website/facebook/newsletters?

Yes                  No

Media, Logos and Branding

Please note that any material including The Acorn Project HB name and Logo or reference to The Acorn Project HB must be approved prior to use.

## Sponsorship

I am planning to seek sponsorship for my fundraising

Yes

No

Local businesses are often happy to help with fundraising events in their area. If you are thinking of approaching local for sponsorship, Prize or auction items then please let us know as we may already be in contact with them, which could affect your response.

If yes who are the sponsors and what will they do?.....

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## Any Further information

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**I confirm that I have read and understood all the information provided by the Acorn project HB and to the best of my knowledge, the information in this document is correct and accurate.**

Signature.....Date.....

Thank you for submitting your registration with us. Once we have received your form we will contact you within five working days to let you know whether or not your fundraiser/ event has been approved, or if we require further information we will contact you.



Thank You for supporting young people living with Cancer In Hawkes Bay