## ACQUIRED BRAIN INJURY IRELAND EVENT PROPOSAL FORM

**To comply with law and of course, to give you as much help as possible, we must keep a record of individuals who are fundraising on our behalf including all contact and event details planned. Please return this form via email to** **fundraising@abiireland.ie** **or post to: Acquired Brain Injury Ireland, 2nd Floor, Block A, Century House, 100 George’s Street Upper, Dun Laoghaire, Co. Dublin**

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| --- | --- | --- | --- | --- | --- |
| **Title:** |  | **First Name:** |  | **Surname:** |  |
| **Age:** ❑ Under 18 years of age ❑ Over 18 years of age  |
| **Postal Address (This will be where we send your fundraising pack and thank you letter):** |
| **Contact Number(s): Email Address:** |
| **At times we would love to keep in touch with updates on fundraising and our work that you are so kindly supporting. Please tick below how you would like to be contacted (can be multiple options):** ❑ Email ❑ Mobile  |
| **Have you fundraised for Acquired Brain Injury Ireland before:**  Yes ❑ No ❑ If yes, please detail here:  |
| **Fundraiser Details:** |
| **Location/Venue: Date: Time:** |
| **Do you require fundraising materials?** If yes, please detail quantity required below:**Sponsorship Cards:** **Yes** **No**  **Leaflets / Promotional Materials:** **T-shirts:** **S:**  **M:**  **L:**  **XL:** **Collection Buckets:** (please note that requested buckets must be collected from our National Office) **Please remember when requesting materials, that there are costs for us to source collection buckets and t-shirts.** **Please return all buckets and all unused t-shirts after your event to Acquired Brain Injury Ireland.** |
| **Any Other Information:** |
| **I the undersigned agree to comply with the Acquired Brain Injury Ireland legal requirements and fundraising conditions outlined overleaf.****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

## ACQUIRED BRAIN INJURY IRELAND TERMS AND CONDITIONS

### Thank you so much for organising a fundraiser and for your commitment to supporting those living with an acquired brain injury and their loved ones.

**To ensure you have all of the necessary information to organise your fundraiser, please read the below terms and conditions and sign overleaf to show you have understood this information.**

If you have any queries, please don’t hesitate to contact our fundraising team by emailing: fundraising@abiireland.ie or by phoning +353 1 280 4164

The organiser of any fundraising event must adhere to all existing legislation and apply for any permits/permission that may be required. To organise a permit, you will need to contact your local Garda Station. **Please send a copy of any permits to Acquired Brain Injury Ireland, 2nd Floor Block, A Century House, 100 George’s Street Upper, Dun Laoghaire, Co. Dublin**.

Organisers are advised to ensure they have the relevant insurance cover in place for any event involving the general community or individual members of the public. Our insurance policy does not cover events held by our supporters.

Organisers wishing to use our name and logo must request permission from the organisation. **If appropriate, our logo will be supplied by e-mail and authorised for use on event-specific fundraising materials.**

We very much appreciate attendance requests and would love to attend when we can but please note we are a small team and it may not be possible to do so. Please give as much notice as possible and we will try to have someone available on the day to attend your much appreciated fundraiser.

All collection buckets and all unused t-shirts must be returned following your fundraiser.

Please return all funds raised from the event/fundraising activity to Acquired Brain Injury Ireland within 21 days of the event. You can donate online at [www.abiireland.ie](http://www.abiireland.ie), via bank transfer, by posting cheques or postal orders, or over the phone with your debit/credit card (phone: +353 1 280 4164).

**Please return the completed form overleaf for authorisation before proceeding with your fundraiser.**

For further information on how we handle your personal information, please visit abiireland.ie/privacystatement. If you would prefer not to hear from us, please let us know on +353 1 280 4164 and we promise to respect your wishes.