



# Event Fundraiser Registration Form

Code PDEvent23

Thanks for expressing your interest in helping to raise funds for Epilepsy NZ. We are a Charitable Trust helping kiwis living with epilepsy around country who rely on your efforts to enable us to provide front line support to both individuals and their families.

Please complete this form and email to [marketing@epilepsy.org.nz](mailto:marketing@epilepsy.org.nz) for registration. We will respond by e mail with approval and information on how to access resources for your event. If you have any questions, please call our Marketing and Fundraising Manager on +64-021345951.

By returning this form completed and signed, you AGREE with the TERMS and CONDITIONS as outlined below by Epilepsy NZ\* for fundraising on our behalf. You MUST also ensure that any employees, agents, or representatives involved in the fundraising comply with our terms and conditions.

Tell us about you and/or your organisation?	
Applicant name	
Organisation	
Email	
Tel   mobile #	
Courier address for resources	
Tell us about your proposed fundraising event?	
Fundraising event title	<i>Example, 2017 Aug Company bbq, Hamilton Boys College Mufti Day, 2017 Sep Organisation walkathon, etc</i>
Activity description	
Exact date(s) of event	
Location/s of event	
Amount you expect to raise	
Name on your tax receipt	<i>(if different to the application and/or organisation name above)</i>
One off event or regular	<i>Tell us if you wish to do this as a one off event or a regular activity?</i>
What support do you require from Epilepsy NZ?	
Do you require any Epilepsy NZ promotional material for your event?	<i>Please specific: Collection boxes / posters / flyers / online / info / ribbons</i>
Ok to mail you stuff?	
Any other info to include?	
Do you wish to be recognised for your efforts?	<i>We will acknowledge you or your organisation on our website and other publicity channels. If you wish to promote your support for us, please send us a list of where you will do this to keep us informed.</i>
Overview of the Process for Fundraising on behalf of Epilepsy NZ	

1. Email us this registration form completed and signed
2. We reply within a week to acknowledge you as an official fundraiser for the dates and location/s specified
3. Your event will be listed on our website, and you may be sent an official fundraiser resources for the events specified in this application
4. You hold your event and email us a report with confirmation of when you will deposit the funds less reasonable courier costs.
5. We acknowledge and recognise your efforts on our website and in other appropriate Social Media channels such as Epilepsy New Zealand's Facebook, Instagram, YouTube and LinkedIn channels as agreed

### **Approaching local sponsors for your fundraising event**

Epilepsy NZ receives support from a range of companies and brands that back us in a variety of ways and we appreciate their generous support. We ask that if you want to approach local sponsors, please contact us first so we may be able to help with these introductions. Please email sarah at [marketing@epilepsy.org](mailto:marketing@epilepsy.org).

### **Bank account details for funds raised.**

**Account name:** EPILEPSY ASSOCIATION OF NEW ZEALAND INCORPORATED

**Account number:** 02 – 0316 – 0132384 – 00

**Particulars:** Purple Day 23

**Code:** PDEvent23

**Reference:** initials+surname (e.g. j clarke or school/workplace name)

Please ensure you have included the code so we can make sure the funds are allocated to Purple Day and we can acknowledge your contribution.

Note: If you have paid by internet banking and would like a receipt for donations over \$5 please email [national@epilepsy.org.nz](mailto:national@epilepsy.org.nz)

**Thank you for your support, it means a lot to people who live with Epilepsy.**

### **Terms and Conditions for Fundraising for Epilepsy NZ:**

#### ***By signing this form you agree:***

1. To complete, sign and submit this form to [marketing@epilepsy.org.nz](mailto:marketing@epilepsy.org.nz) no later than 10 days prior to the proposed fundraising event;
2. Not to engage in any fundraising or other activity using Epilepsy NZ's name, logo or other image unless you have received approval in writing by Epilepsy NZ to do so;
3. That you are not permitted to make any representations on Epilepsy NZ's behalf, nor bind Epilepsy NZ to any arrangement or contract;
4. To deposit all funds raised within 7 days of the completion of the fundraising event using the bank details provided to you by Epilepsy NZ;
5. To return any promotional material that Epilepsy NZ has provided to you as soon as reasonably practicable after your fundraiser, and in any case, no later than 14 days following your fundraiser.
  - a. You may deduct the reasonable cost of postage from any funds raised for Epilepsy NZ to return these items and supply the receipt along with what is returned.
  - b. Where the promotional material is a larger item and is not easily able to be posted or couriered, please contact us to organise a time that Epilepsy NZ may collect or arrange collection of the item(s) from you; and
6. Not approach any corporate, media organisation or charitable trust supporter of Epilepsy NZ without prior written approval.

**Epilepsy NZ takes pride in supporting Kiwis with epilepsy around the country. By signing this form, you acknowledge that Epilepsy NZ's image and reputation is important to its ability to carry out this work and therefore agree:**

7. That you will not do anything or engage in any act which may damage or harm the image or reputation of Epilepsy NZ.
8. That you will ensure that any promotional material provided by us to you is only used in relation to the event / fundraiser specified in this form and that it is not defaced, altered or otherwise changed in any way unless agreed in writing by Epilepsy NZ.

9. Nothing in these terms and conditions grants you the right to use the Epilepsy NZ name, logo or other image on, in relation to or connection with, any materials, website, or other public documentation or forum (whether developed by you or for you by a third party) unless we expressly agree to such use in writing.
  - a. You will not use the name, logo or other image of Epilepsy NZ unless you are expressly permitted to do so.
10. That we can take action to stop any activity we feel that you, your colleagues, or associates may engage in that breaches the terms set out herein, or breach of any of our intellectual property rights.
11. By signing below, you acknowledge that you are authorised to sign this form and agree to and carry out the obligations set out herein on behalf of you or your organisation (whichever the case may be):

***Applicant Name:***

***Signed on behalf of (organisational name if applicable):***

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***Signed:***

***Date:***

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**Important Notes:**

- Epilepsy New Zealand (NZ) is the registered Trademark for Epilepsy Association of New Zealand Incorporated. Our Registered Charity number is CC10611.
- Please allow 7 working days for the processing of your application. We will respond within this timeframe with approval to go ahead with your fundraising initiative, or any comments we'd like you to consider.
- Please note that during busy times like the lead up to major holidays, this response period may increase due to the busy period.