

# Running Event Registration Form

Please complete this Application Form clearly and return it **marked RUNNING** to,  
**ActionAid, Chataway House, Leach Road, Chard, Somerset TA20 1FR**

## PERSONAL DETAILS (please complete in block capitals)

Title \_\_\_\_\_ Surname \_\_\_\_\_  
First Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_  
Tel (Day) \_\_\_\_\_ Tel (Evening) \_\_\_\_\_  
Mobile \_\_\_\_\_ Email \_\_\_\_\_  
Date of Birth (DD/MM/YY) \_\_\_\_\_ Occupation \_\_\_\_\_  
Running Vest Size    S M L X-L (circle) Running With \_\_\_\_\_

## RUNNING EVENT DETAILS

Name of Run \_\_\_\_\_ Date of Run \_\_\_\_\_ Location \_\_\_\_\_  
Event Organisers \_\_\_\_\_ How much do you hope to raise? \_\_\_\_\_  
How did you hear about the run? \_\_\_\_\_ How did you hear about ActionAid? \_\_\_\_\_

## HAVE YOU TAKEN PART IN A RUNNING EVENT BEFORE?

\_\_\_\_\_  
\_\_\_\_\_

## HAVE YOU RAISED MONEY FOR A CHARITY BEFORE?

*Please include charity name, events taken part in (including past running) & funds raised*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WHY YOU WOULD LIKE TO SUPPORT ACTIONAID THROUGH A RUN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PLEASE OUTLINE IN DETAIL HOW YOU PLAN TO RAISE YOUR SPONSORSHIP

We are always keen to hear how our dedicated fundraisers raise that vital cash - please let us know how you intend to raise sponsorship for ActionAid. If need be continue on a separate sheet.

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## IS YOUR EMPLOYER LIKELY TO MATCH THE MONEY YOU RAISE?

Many companies have a policy of supporting their employees' charitable fundraising.

Matched funding is where employers wish to encourage & recognise employees' contributions by matching their fundraising. Don't be afraid to ask! **Yes/No**

Please give details of your employer if they have agreed to match funding or are likely to agree.

We will only contact your employer with your permission **Yes/No**

**Name & Address** \_\_\_\_\_

## Type of Business

**Important - Please contact the ActionAid Running Team if; A-** If your employer would like further involvement with ActionAid, to publicise their support or if their matched donation is likely to **exceed £5,000**. **B-** If a company other than your employer wishes to make a donation in support of your fundraising.

## DECLARATION OF FUNDRAISER

1. I fully acknowledge and appreciate the degree of moral responsibility entailed by my fundraising pledge.
2. I accept ActionAid's Fundraising Conditions at the end of this form and acknowledge that I participate in my chosen run at my own risk. ActionAid will not be held responsible for any injury or illness resulting from my participation. A copy of your fundraising conditions will be included in your fundraising pack

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

We will not sell or swap your personal details with any other organisations. ActionAid and its subsidiaries would like to keep you informed about our vital work, such as emergencies, fundraising and campaigning. If you do not wish to receive this information, please tick the box [ ]

## **Thank you for your time with this application**

*Joining ActionAid's Action Heroes Team will change lives for the better – even yours.  
Your commitment will help us continue working side-by-side with inspiring people who are fighting their way out of poverty.*

**For any queries please contact Jennifer Fash, Fundraising Co-ordinator  
020 7561 7667 / [Jennifer.fash@actionaid.org](mailto:Jennifer.fash@actionaid.org)**



**FUNDRAISING CONDITIONS**

1. You accept that you are medically fit and fully accept that you participate in your chosen run at your own risk. You understand that ActionAid have not induced you to enter the race and will not be held responsible for any injury or illness resulting from your participation in your chosen run.
2. Should you have to withdraw, all sponsor forms and monies should be forwarded to ActionAid.
3. When fundraising and collecting money you should:
  - Keep details of the names and addresses of and amounts donated or pledged by all donors and provide such details to ActionAid no later than 4 weeks before the trip (sponsorship forms are provided by ActionAid).
  - Take responsibility for the safe keeping of the money raised in ActionAid's name, both during and after the collections, until it is transferred to ActionAid.
  - Ensure that donations of £20 or more made by cheque are from the donor payable to ActionAid and ensure that these cheques are sent to ActionAid no later than 3 weeks after issue.
  - Only use sponsorship forms issued by ActionAid and do not use any other type of sponsorship form (unless otherwise agreed with ActionAid).
  - Not carry out house to house or street collections.
  - Not collect on private property (including the workplace, shops and pubs etc) without first obtaining the permission of the owner.
  - Ensure that if collecting cash, it is counted in the presence of at least one witness and that this amount is written, signed by the witness/es and a cheque for this amount is sent to ActionAid.
4. You should contact ActionAid before conducting any raffle, lottery or public event, and comply with any guidance, guidelines or insurance and legal requirements issued by ActionAid in connection with this kind of event.
5. You must not use the ActionAid logo without first obtaining permission. ActionAid will supply the logo and when you use this you should also add Registered Charity Number 274467 to all materials.
6. When you use ActionAid's name or logo to help with your promotions, you must allow ActionAid to sign off the materials you produce whether printed or online.
7. You should contact the ActionAid team if you are likely to receive a matched donation from any company in excess of £5,000 or if the company would like further involvement or publicity linked to ActionAid.
8. You grant ActionAid permission to use your photograph. You hereby give your irrevocable consent to ActionAid to publish, republish, display or otherwise transmit the images of yourself in any medium for all purposes throughout the world. You understand that the images may be altered or modified. You further release ActionAid from any claims for remuneration associated with any form of damage, foreseen or unforeseen, associated with the use of the images. You agree that the law of England and Wales will apply to this release. You certify that you are at least 18 years of age and have the full legal capacity to execute this authorisation. If you are under 18 please contact [events@actionaid.org](mailto:events@actionaid.org)
9. Any images that you submit to ActionAid in any format, are done so on the understanding that you grant us a non-exclusive, perpetual, royalty-free worldwide license to publish, republish and otherwise use the images in any way that we see fit and in any media without limitation. We will credit you for any images we do use.
10. You grant ActionAid permission to record and film your voice and image on video as part of the event. You give your irrevocable consent to ActionAid and his/her direct or indirect licensees and assignees to broadcast, display or otherwise transmit the video images and sound of you in any medium, for all purposes, with out restrictions throughout the world. You understand that the video may be edited or modified in any manner. You hereby waive any right that you have to inspect and approve a finished product or the copy that may be used in connection with video that ActionAid has taken of you, or the use to which it may be applied. You further release ActionAid or his/her direct or indirect licensees and assignees, from any claims for remuneration associated with any form of damage foreseen or unforeseen, associated with the use of the images. You agree that the law of England and Wales apply to this release.