

**Santa Run**  
**6<sup>th</sup> December 2009**  
ActionAid Application Form

Dear supporter,

**"I'm doing it for ActionAid"**  
**5k Santa Run 2009**

Thank you for your interest in running the Santa 5k on **6<sup>th</sup> December 2009**. In its second year this fun festive run will be taking place in Greenwich Park, with 1,000 Santas expected to take part!

Open to runners of all age from 8 yrs upwards this is the perfect event to get all the family involved and active in the run-up to Christmas. You can run, walk or jog your way around the track, and all runners receive a free santa outfit to add to the festivity of the occasion!

As an ActionAid runner we will ask you to pay a registration fee of £20 and raise a minimum sponsorship of £100. As your fundraising coordinator I will be on hand to offer fundraising, training and event support, ideas and advice and of course that all important ActionAid Action Heroes Running Vest!

Please return the enclosed application form to us together with your registration fee of £20 marked **Running** to ActionAid, Chataway House, Leach Road, Chard, Somerset TA20 1FR. To secure your place in the team, do return it to us as soon as possible.

For a quick & easy way to raise your sponsorship, create your very own online fundraising page at [www.myactionaid.org.uk](http://www.myactionaid.org.uk) Setting up your page is easy and allows you to upload photos, add blogs, join forums and receive donations securely online.

The ActionAid Running Team raised £111,000 in 2008 to help poor people recognise and secure their basic right to a life of dignity. We hope to beat that target this year and with your help we can!

Please do not hesitate to contact me on 0207 561 7667 or [Jennifer.Fash@actionaid.org](mailto:Jennifer.Fash@actionaid.org) if you have any questions regarding your application.

We hope to welcome you onto the Action Heroes Team very soon.  
Kind regards,



**Jennifer Fash**  
**Fundraising Co-ordinator**

Tel: 020 7561 7667 | Email: [Jennifer.Fash@actionaid.org](mailto:Jennifer.Fash@actionaid.org)

## **FREQUENTLY ASKED QUESTIONS**

### **When and where**

The 2009 Santa Run will take place at Greenwich Park in London on Sunday 6<sup>th</sup> December. Greenwich Park is a parkland venue offering the perfect setting for you to enjoy your festive 5km run in aid of ActionAid! The Santa Run is organised by Doitforcharity.com.

### **How fit do I need to be?**

Hundreds of thousands of people take part in 5km runs every year – many of them for the first time. It's therefore perfectly achievable for the 'average' person to take part in this event but in order to maximise your enjoyment you do need to train – and that means more than just a couple of jogs in the park! However, help is at hand in the form of the ActionAid training and nutrition tips on [www.actionaid.org.uk/running](http://www.actionaid.org.uk/running)

### **What kit will I need?**

Do invest in a good pair of running shoes. These should last for around 500 miles so they're a great investment! Don't forget to wear your running shoes in well before your event.

### **How can I raise the sponsorship money?**

ActionAid has years of experience supporting thousands of fundraisers to raise millions of pounds! We can provide fundraising support, advice and resources to help you raise money in a way that is easy and fits with your lifestyle and hobbies. We also have our unique social networking site [www.myactionaid.org.uk](http://www.myactionaid.org.uk) where you can quickly set up your own fundraising page creating a web link you can forward to your friends and family who can donate online. No more need to chase people with sponsorship forms – your fundraising target is now achievable at the touch of a few buttons!

### **I'm ready to sign up – what do I do next?**

Simply complete the ActionAid application form here and return to ActionAid on the address provided with your £20 registration fee. We will be in touch to confirm your place and send you a fundraising pack and your ActionAid running vest which you may want to wear over your Santa suit on the day so everyone knows why you are taking part!

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Please complete this Application Form clearly and return it **marked RUNNING** to,  
**ActionAid, Chataway House, Leach Road, Chard, Somerset TA20 1FR**, along with your £20  
registration fee made payable to "ActionAid".

**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 XL (circle) Running With \_\_\_\_\_

**HOW DID YOU HEAR ABOUT RUNNING FOR ACTIONAID?**

<input type="checkbox"/>	ActionAid Website	<input type="checkbox"/>	Saw a Poster
<input type="checkbox"/>	Common Cause magazine	<input type="checkbox"/>	Word of Mouth
<input type="checkbox"/>	ActionAid Bollocks to Poverty	<input type="checkbox"/>	Friend (please state)
<input type="checkbox"/>	Google Search	<input type="checkbox"/>	Taken part previously
<input type="checkbox"/>	Doing it for Charity website	<input type="checkbox"/>	Other (please state)

**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*

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

**PLEASE LET US KNOW WHY YOU WOULD LIKE TO RUN FOR ACTIONAID**

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

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

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**To qualify for a guaranteed place, we ask you to raise a minimum of £100 by 6<sup>th</sup> January 2010.** 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.

**RUNNING INFORMATION(please circle)**

1. Do you have a medical condition that the organisers should be made aware of? **Yes/No**

If YES please confirm with your GP that you can participate in the event.

2. Have you taken part in a running event before? **Yes/No**

If so, when and which event? \_\_\_\_\_

5. Are you a member of a fitness club? **Yes/No**

Please give details \_\_\_\_\_

**DECLARATION OF FUNDRAISER AND DISCLAIMER**

Given that ActionAid has a limited number of guaranteed places available, we ask that every runner fulfils their fundraising commitment to help fund ActionAid's work fighting poverty.

1. I enclose a **£20** registration fee with my application.

2. I understand that my registration fee is in addition to the minimum sponsorship target of **£100**.

3. In consideration for ActionAid providing me with a guaranteed place in the Santa Run 2009 (6<sup>th</sup> December 2009), I pledge to send ActionAid the outstanding minimum sum total of £100 by **6<sup>th</sup> January 2010**. The registration fee is non-refundable however you can transfer your place to another runner at any time up to a week before the event by calling ActionAid on 020 7561 7667.

4. I accept ActionAid's fundraising conditions at the end of this form and acknowledge that I participate in the Santa Run at my own risk. ActionAid will not be held responsible for any injury or illness resulting from my participation in the Santa Run 2009. A copy of your fundraising conditions will be included in your fundraising pack.

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- 5. I accept all the conditions of entry overleaf and acknowledge that the organisers shall not be liable for death, personal injury, or loss or damage as a consequence of my participation in the Santa Run 2009, except with regard to death or personal injury which is caused by the organisers' negligence.
- 6. If I require any special requirements (relating to a disability or medical condition) I will contact ActionAid and Skyline (the organisers) prior to the event.
- 7. The minimum age for participants is 8, providing that under 16's have parental / guardian consent and that they run with a responsible adult that is named by the parent / guardian. Those under 18 will need a letter of parental consent.
- 8. Precise dates and venues were correct at time of going to press but are subject to change.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Registration Fee**

You can either pay your £20 registration fee by cheque (made payable to 'ActionAid') or by debit or credit card.

To pay your registration fee by debit or credit card please enter your details below:

Debit/Credit card number:

Name on Card:

Expiry date:

Valid from date:

Issue no:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Optional section**

To ensure my commitment to ActionAid, if you haven't received the outstanding minimum sum total of £100 by 6<sup>th</sup> January 2010, please deduct from my credit card as detailed below:

Debit/Credit card number:

Name on Card:

Expiry date:

Valid from date:

Issue no:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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 OF ENTRY**

1. You accept that you are medically fit and fully accept that you participate in the *Santa 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 the *Santa Run 2009*.
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 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.

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**COPY OF PARTICIPATION TERMS & CONDITIONS FROM SKYLINE**