

FUNDRAISING EVENT REGISTRATION FORM

Thank you for your interest in fundraising for Jigsaw – The National Centre for Youth Mental Health and its Jigsaw services. **We really appreciate your support.** We have put together these guidelines for individuals, organisations and other groups that would like to host a fundraising event on our behalf. **Please include a copy of your passport or other ID with this form.**

If your event is approved, we will send you an authorisation letter to fundraise on our behalf. Please do not make any announcements or publicise the event until Jigsaw give approval to your event.

Contact Details:

Name of Event Organiser:	
Company Name (if applicable)	
Address:	
Email:	
Phone (Mobile):	
Phone (Other):	
Are you over 18?	
ID – we require a copy of your passport or other formal ID to accompany this form	

Event Details:

Brief outline of your fundraising event/initiative:	
Date and time of your event:	
Event venue:	

Would you like a representative to attend your event?	
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Fundraising Goal: (a rough estimate of funds you hope to raise)	
Please give details of how you will raise funds?	
Are you raising funds through a public collection or raffle?	



If so, you will need a Garda Permit or licence – have you applied for this?									
Jigsaw operates a gift acceptance policy regarding company donations. If you are securing donations from companies, please provide details to ensure they fall within our policy.									
Will you be adding details of your event to a website/social networking or mycharity page? If so please provide details and links to pages. (Also make sure to join our Facebook and Twitter pages)									
Details of Fundraising merchandise you would like to request for your event/initiative: Please note, we may not be able to accommodate all requests	<table> <tr> <td>T-shirts</td> <td>Quantity & Sizes</td> </tr> <tr> <td>Buckets</td> <td>Quantity</td> </tr> <tr> <td>Stickers</td> <td>Quantity</td> </tr> <tr> <td>Balloons</td> <td>Quantity</td> </tr> </table>	T-shirts	Quantity & Sizes	Buckets	Quantity	Stickers	Quantity	Balloons	Quantity
T-shirts	Quantity & Sizes								
Buckets	Quantity								
Stickers	Quantity								
Balloons	Quantity								
Are there any other beneficiaries from your event? If yes please provide details									
Where did you hear about Jigsaw?									
When will you return your funds?									

Declaration:

I confirm that the above details are correct. I have also enclosed a copy of my ID with this form.
Signature of Applicant:

Print Name:	Date:
Signature of parent/guardian (if applicant is under 18 years of age) :	
Print Name:	Date:

A huge THANK YOU for offering to run an event on our behalf. We look forward to hearing more about your event and working with you to make sure it has every success.

**Please return completed form by post or email to: The Fundraising Office, Jigsaw, 16 Westland Square,
Pearse Street, Dublin 2 Email: fundraising@jigsaw.ie PH: 01 4727 010**