

SPONSORSHIP...

The Cystinosis Foundation UK

Cystinosis is a rare genetic disorder. It occurs when the mechanism removing excess cystine (an amino acid) fails. It can lead to kidney problems and progress to other body parts causing blindness, major organ failure and impaired growth. In the past, it was rare for sufferers to survive into adulthood. Sufferers usually adhere to a strict daily medicine routine, which itself makes them feel ill. The Foundation has been set up to support researchers, sufferers and their families.

Gift Aid:

If you pay UK tax, we can reclaim the tax on your donation as part of the Inland Revenue's Gift Aid scheme. It does not cost you any more, but makes your donation worth 25% more to us. We do need your name and postcode in order to reclaim the tax.

Name: _____

Event: _____

Date: _____
Further Details: _____

Name	Address	Postcode	Gift Aid*	Sponsor (£)	Total (£)

*By ticking this box, I declare that I am a UK taxpayer and I want the Cystinosis Foundation UK to treat all donations I have made since April 2005, and donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid donations. I understand that I can withdraw this consent whenever I so wish.

TOTAL:

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TOTAL:

PUBLICITY...

We are keen to know how you are helping the Cystinosis Foundation and, if possible, we would like to help advertise your event. Usually we will promote your event on our website, but will try and help as appropriate and necessary if we can. Therefore, we would be grateful if you would either:

- a) Complete the form below and return it to us
- or
- b) Email us the answers to the questions below.

1) Your name: _____

2) What event are you arranging? _____

3) When is your event and where?

If possible/appropriate please include a postcode of the event location, so we can put a map-link to it on the website.

After completing the form please:

a) Return to this address:
Cystinosis Foundation UK
1 Butlers Farm Court
Leyland
Lancashire
PR25 1LF

b) Or email answers to:
fundraising@cystinosis.org.uk

PUBLICITY...

4) Who else is taking part? _____

5) Why did you decide to help the Cystinosis Foundation UK?

E.g. does a relation or friend have Cystinosis, and if so what is their name?

6) Are you happy with us promoting your event on our website/newsletter/other publication? Yes / No

Thank you for completing this form.

Please send answers via email to fundraising@cystinosis.org.uk

or post this form to the following address:

Cystinosis Foundation UK
1 Butlers Farm Court
Leyland
Lancashire
PR25 1LF

PLANNING...

What is our event?		<input type="checkbox"/>
Why are we organising this event? (do you have a connection with CFUK?)		<input type="checkbox"/>
When is our event?		<input type="checkbox"/>
Does the event clash with any other events (local fete, etc)?		<input type="checkbox"/>
Where is our event?		<input type="checkbox"/>
What equipment do we need?		<input type="checkbox"/>
Is permission needed for access to land/equipment?		<input type="checkbox"/>
Do we need insurance?		<input type="checkbox"/>
Who can help organise?		<input type="checkbox"/>
Who will take part?		<input type="checkbox"/>
How much will it cost?		<input type="checkbox"/>
How much do we aim to raise?		<input type="checkbox"/>

PROMOTION...

Who are we hoping will sponsor us?		<input type="checkbox"/>
Can participants explain what cystinosis is?		<input type="checkbox"/>
Do participants know the event aims?		<input type="checkbox"/>
Do participants know when/ where they have to take part and for how long?		<input type="checkbox"/>
Where can we put up flyers and posters?		<input type="checkbox"/>
Have we made it clear when and when the event is?		<input type="checkbox"/>
Have/can we inform local press/radio/TV?		<input type="checkbox"/>
Have we completed and returned the Cystinosis Foundation UK publicity form?		<input type="checkbox"/>
Have we set up a JustGiving or Virgin Money Giving page? www.justgiving.com/cystinosisuk/ www.virginmoneygiving.com		<input type="checkbox"/>

ON THE DAY...

This section is left blank for you to fill in your own items here.		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
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		<input type="checkbox"/>
		<input type="checkbox"/>

POST-EVENT ACTIVITIES...

Has all the sponsor money been collected in?		<input type="checkbox"/>
Have prize winners been notified?		<input type="checkbox"/>
Has all equipment been returned?		<input type="checkbox"/>
Have local press, etc. been informed of the event and what we raised?		<input type="checkbox"/>
Did we thank sponsors and participants?		<input type="checkbox"/>
Did we ensure sponsors and participants were mentioned in local press?		<input type="checkbox"/>
Have we sent monies to the charity?		<input type="checkbox"/>
Did we include sponsor forms and gift aid forms with the money we sent?		<input type="checkbox"/>
Have we completed and sent the charity post-event form?		<input type="checkbox"/>
Did we ENJOY ourselves?		<input type="checkbox"/>

POST EVENT FORM...

We are keen to know how you got on with your fundraising event and, if possible, we would like to report details of the outcome on our website. Therefore, we would be grateful if you would either:

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- b) Email us the answers to the questions below.

After completing the form please:

a) Return to this address:
Cystinosis Foundation UK
1 Butlers Farm Court
Leyland
Lancashire
PR25 1LF

b) Or email answers to:
fundraising@cystinosis.org.uk

1) Your name: _____

2) Details of your fundraising event (when, where, who, what?): _____

3) How much money was raised (sponsorship/donations/sale of wristbands)? _____

4) Was there any media coverage (e.g. local press)? Please provide web links where appropriate. _____

POST EVENT FORM...

5) Details of prize winners / suppliers & donors / special thank yous: _____

6) Any particular/pertinent stories from the event: _____

6) Are you happy with us promoting your event on our website/newsletter/other publication? Yes / No

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