



START



**Dear Leader,**

## **Thank you so much for taking part in Sport Relief 2010!**

We hope you have a lot of fun at your event. The money that you raise will make a huge difference to people leading incredibly tough lives across the UK and in the world's poorest countries.

In order for Comic Relief to claim Gift Aid (which is an invaluable source of income for us) please complete this form, securely attach all the individual Scout Sport Relief 2010 Sponsor Forms and send them with your cheque to:

**SPORT RELIEF 2010 (Scouts), Ernst & Young, PO Box 51543, London SE1 2UG.**

Please make cheques payable to: **Sport Relief 2010 (Scouts)**. Sending your payment with this form will ensure that you receive a well deserved thank you certificate. Please ensure you send in your donation by Friday 28th May 2010.

Please write clearly and in capital letters.

Event organiser/Leader's name \_\_\_\_\_

Daytime phone number \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Scout Group Name \_\_\_\_\_

Our Sport Relief 2010 event on \_\_\_\_\_ (date) raised a total of £ \_\_\_\_\_

I have/have not deducted 25% of this – ie £ \_\_\_\_\_ **Total amount sent to Sport Relief 2010 £** \_\_\_\_\_

Comic Relief would like to send you information about what we're up to from time to time. If you would prefer NOT to receive this information by post, please tick this box

If you would like to receive this information by email, please write your email address here:

**Visit [sportrelief.com](http://sportrelief.com) and [scouts.org.uk](http://scouts.org.uk)**

Sport Relief is an initiative of Comic Relief, registered charity 326568 (England/Wales); SC039730 (Scotland). The Scout Association: registered charity 306101 (England/Wales); SC038437 (Scotland).



## Good Fundraising Practice

**Thank you for fundraising for Sport Relief 2010! We really appreciate your support, but please remember that you are responsible for your fundraising, so make sure it's safe and legal!**

- If you're fundraising in a public place or door-to-door, you'll need a licence from your local authority (please only make door-to-door collections from people you know).
- Please make sure children are properly supervised and have permission from their parent or guardian to fundraise. Children should not approach strangers about fundraising.
- If you're holding a lottery or raffle, there are rules and regulations you'll need to follow. Download factsheet number FS190025 at [scouts.org.uk/fundraising](http://scouts.org.uk/fundraising) for more information.
- Please make sure your publicity and fundraising materials (e.g. posters) include the line: 'In Support of Sport Relief, an initiative of Comic Relief, registered charity 326568 (England/Wales); SC039730 (Scotland)', as well as your Scout Group Charity Number (if applicable).
- For Sport Relief 2010, Scout Groups can keep 25% of the money they raise. If you wish to do this, you must make it clear to sponsors that their donation will be split between your Group and Comic Relief and the percentage going to each. Please ensure your Scouts use the official Scout Sport Relief 2010 Sponsor Form.
- Where applicable Comic Relief will claim Gift Aid on donations received by them. Scout Groups will not be able to claim Gift Aid on their 25% of the money should they choose to keep it.
- Comic Relief does not authorise fundraisers to act as its agents and is not responsible for organising, supervising or hosting your fundraising activities. All activities are at the organisers' and participants' own risk. Comic Relief does not accept responsibility or liability for any loss or damage or for death or personal injury arising out of any activity relating to Sport Relief 2010 including as a result of negligence (except death or personal injury caused by Comic Relief's negligence).
- All fundraising must be undertaken in accordance with The Scout Association's POR, and a written risk assessment carried out prior to the event.
- For more fundraising dos and don'ts, please go to [sportrelief.com/serious-bit](http://sportrelief.com/serious-bit)

