



Helping older people in need

EVENT PROPOSAL FORM

Please return completed form to the fundraising team

ALONE, Olympic House, Pleasants Street, Dublin 8

Telephone: 01- 6791032

Email: fundraising@alone.ie

www.alone.ie

CHY 8259



On behalf of all the older people who benefit from your fundraising efforts, ALONE would like to thank you for your generous contribution towards the day-to-day running of our services.

About ALONE

ALONE is a national charity that supports vulnerable older people to age at home. We work with those who have issues with social isolation, lack of services, poor health, poverty, homelessness or housing. Some older people face challenges as they age. In ALONE we work to address these challenges so they can maintain their independence in the community for as long as possible.

What Next?

Please give as much information about your fundraising initiative as possible. It is necessary to have full permission from the ALONE fundraising team, before carrying out an event in ALONE’s name. Once we receive your form, we will provide you with a letter of authorization for your event.

CONTACT INFORMATION	
NAME:	
COMPANY (if applicable):	
ADDRESS:	
PHONE:	MOBILE: WORK: HOME:
E-MAIL:	

EVENT INFORMATION	
NAME OF EVENT:	
DATE:	
TIME:	
LOCATION:	
DESCRIPTION OF EVENT:	
NO. OF PEOPLE EXPECTED:	

EVENT INFORMATION	
ARE THERE ANY OTHER BENEFACTORS?	
IF SO, HOW WILL FUNDS BE ALLOCATED?	
AMOUNT YOU AIM TO RAISE FOR ALONE:	

MATERIALS AND SUPPORT	
BUCKETS:	
T-SHIRTS:	SMALL: MEDIUM: LARGE: XLARGE:
SPONSORSHIP CARDS:	
POSTERS:	
IS THERE ANY OTHER ASSISTANCE THAT YOU WOULD LIKE FROM ALONE? IF SO, PLEASE PROVIDE DETAILS	

What safeguards are in place to look after the money you raise on the day and until it is lodged with ALONE?

If you're thinking of contacting companies for support please list who you are planning to contact, we may be able to provide links or ideas

Do you have a financial stake in the event (for example will event management fees or expenses be paid to the organisers?) If so please provide details

How will you promote your event/project?

How did you hear about ALONE?

Would you like to subscribe to our newsletter? Yes No

ALONE Terms and Conditions

- Please represent ALONE with honesty, respect, integrity and accountability.
- Any promotional material that mention ALONE **must be approved** by ALONE.
- We are proud that ALONE has its services quality assured by ISO, the international accreditation organisation. The quality logo appears on every publication and should be included wherever possible in printed materials to maximise awareness of this achievement. If you need to use these logos please contact the ALONE for the correct logos. **All ALONE branded publications need to be approved by ALONE.**
- All monies raised should be returned to ALONE as soon as possible; via:
 - 1. Post – Cheque/Bank Draft/Postal Order – Made payable to ALONE**
Send by post to ALONE, Olympic House, Pleasants Street, Dublin 8. Please remember to include your name, address, telephone or email address.
 - 2. Bank Transfer**
You can lodge your funds directly into our bank account at any Bank of Ireland branch nationwide. The bank details are outlined below:
Account Name: ALONE
Account Number: 30255856
Sort Code: 90-01-64
IBAN: IE12 BOFI 9001 6430 2558 56
BIC: BOFIE2D
If you choose this option, please send us a copy of the lodgement slip or send us an email at fundraising@alone.ie which will help us to reconcile our accounts and to issue a confirmation of receipt.
 - 3. www.alone.ie**
You can log onto the ALONE website and make a laser/debit/credit card payments via Realex. Please note that you may be requested to enter a Verify by Visa password.
 - 4. www.mycharity.ie or <http://www.justgiving.com/alone-ie>**
Any sponsorship you have collected via mycharity.ie or idonate.ie will be forwarded to us at the end of the month and we will acknowledge receipt of this accordingly.

Disclaimer

The fundraiser agrees to release ALONE to the fullest extent permissible under law for claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arise because of the negligence of ALONE or its agents.

Signature:

Date:
