



NEWARK RUGBY UNION FOOTBALL CLUB  
SENIOR/ADULT  
Fundraising Sponsorship/Donation  
GUIDELINES/PROCESS



Fundraising Sponsorship GUIDELINES/ PROCESS

- 1 Email your ideas to: [ideas@newarkrugby.com](mailto:ideas@newarkrugby.com)
- 2 Collect/obtain both the Guidelines (This document), Sponsorship &/Donation Forms from the Club Bar/Office. **[You can also print them from the Clubs website - CLICK [SPONSOR FORM](#) or [DONATE](#) ]** Complete the forms
- 3 Let us know What & When you are planning to organise the event and how much you are hoping to raise by **returning the slip** below, **before any event/activity takes place.**
- 4 **ORGANISE YOUR EVENT(S) - we can help promote these via the web, if required?**
- 5 If the event is held at the Club, 50% of bar takings will be credited to the total amount raised for the event
- 6 Start collecting your sponsors from everyone you know and tell all your Family, Work/Team Mates and Friends what you are doing! **REMEMBER TO GET THE GIFT AID BOX TICKED - IF POSSIBLE**
- 7 Complete the event(s) and remember to take plenty of photos. Most importantly have lots of fun!
- 8 Collect your sponsorship money.
- 9 Hand in your forms (Sponsorship Forms) with funds Raised, to Alan Swain, David on the Club Bar or the Office Administrator  
Or,  
pay/transfer the funds to the clubs Bank Account { Details:- Barclays Bank PLC, Leicester, LE87 2BB. Sort Code:- **20-50-21.A/c Number 93923878** } **Please obtain a receipt if possible and email [fundraising@newarkrugby.com](mailto:fundraising@newarkrugby.com) with the details of the Bank Deposit.**  
**IMPORTANT PLEASE SEND ALL SPONSOR FORMS AND THE BANK RECEIPT TO THE CLUB ASAP**

A SIMPLE “ONE OFF” DONATION

**If instead of organising a Sponsored event you would prefer to make a simple Donation - Please follow this Process:**

- 1 Decide how much you would like to donate- please call Alan Swain on 07776 208032 if you would like to discuss
- 2 Complete the Fundraising [Donation](#) form (available on the web, in the office or behind the bar)
- 3 Hand in your form (Donation Form – Remember to tick the Gift Aid box if Possible) with Funds to Alan Swain, David on the Club Bar or the Office Administrator - Or, pay/transfer the funds to the clubs Bank Account { Details:- Barclays Bank PLC, Leicester, LE87 2BB. Sort Code:- **20-50-21.A/c Number 93923878** } **Please obtain a receipt if possible and email [fundraising@newarkrugby.com](mailto:fundraising@newarkrugby.com) with the details of the Bank Deposit.**  
**IMPORTANT PLEASE SEND THE DONATION FORMS AND THE BANK RECEIPT TO THE CLUB ASAP**



**NOTICE OF SPONSORED EVENT**

(To be returned, to the Club Bar/Office, prior to any event/activity taking place):

Name of Main Participant: .....

Sponsored Event: ..... Venue.....

Target Amount: £.....Proposed Date of event.....

Signature: .....

Print Name: ..... Date: .....