



THIRD PARTY FUNDRAISING AND EVENTS Application Form

Thank you for choosing for support Angkor Hospital for Children through your fundraising activities.

Angkor Hospital for Children relies 100% on fundraising and donations to ensure the hospital can function effectively and continue to conduct more than 180,000 treatments each year and so, a huge thank you for your interest in fundraising on behalf of AHC.

Transparency is a core value at Angkor Hospital for Children which is why, before embarking on any fundraising activities or events we ask that you read our Third Party Fundraising and Events policy and complete this Application Form.

Completed application forms should be sent to events@angkorhospital.org for review before any activities take place.

For ideas and guidance on how to maximise your fundraising efforts, please refer to our Fundraising Pack, which can be downloaded via our website, or requested by email from events@angkorhospital.org.

Host Contact Details

HOST NAME:

ORGANISATION/COMPANY:

ADDRESS:

TELEPHONE:

EMAIL:



Fundraising/Event Details

INITIATIVE/EVENT NAME:

DESCRIPTION OF ACTIVITIES *(please attach additional documentation / proposals if applicable):*

DATE: _____ TIME: _____

LOCATION:

PARTNERS (This should include any organisation/company affiliated with the fundraising initiative/event):

FUNDRAISING PROJECTIONS (please provide in USD)

Total Revenue Forecast: \$ _____ Total Expenses Forecast: \$ _____

Estimated Donation Amount: \$ _____ Estimated Date of Donation: _____

FUNDRAISING TRANSPARENCY (How will you ensure that the records are accurate as per the donations you receive):



Additional Information

Have you read the Angkor Hospital for Children Communications Policy (available to download via or website, or upon request from events@angkorhospital.org)?

Yes No

How will you promote your fundraising initiative/event and who is your target audience?

Would you like to receive an electronic version of the Angkor Hospital for Children logo?

Yes No

Would you like to receive pre-approved images to use in your collateral and promotional materials?

Yes No

Would you like to receive electronic versions of marketing materials and information to use in your collateral and promotional materials?

Yes No

Why did you choose to raise funds for Angkor Hospital for Children?

Have you previously fundraised on behalf of Angkor Hospital for Children? If yes, please explain:

Yes No Details:

Would you like to have an Official Letter of Approval from the Angkor Hospital for Children inc. stamp?

Yes No

If yes would you like the letter to be written in Khmer or English? _____



Additional comments/information:

Upon completion of your Request for Approval, please send via email to events@angkorhospital.org after which your request will be reviewed.

Should any clarification be required regarding your third-party fundraising/event, you will be contacted by a representative from Angkor Hospital for Children via email and/or telephone. Please note that Angkor Hospital for Children reserves the right to request additional information at any point prior to or after your activities have taken place.

CONFIRMATION OF ACTIVITIES

As the third-party independent fundraiser/event organiser, you should register your activities one month in advance by completing the following request form (see appendix). I accept and agree to abide by the terms of these guidelines with respect to my fundraising activities to benefit Angkor Hospital for Children.

HOST:

Name: _____

Signature: _____

Date: _____

Contact Tel: _____

ANGKOR HOSPITAL FOR CHILDREN:

Event Team Name: _____	ExCom Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Contact Tel: _____	Contact Tel: _____

Approval will not be granted until all details in the appendix of this policy have been completed. Please note that in the case of large-scale events and/or high value fundraising, AHC may request additional information prior to approval.

This agreement is not valid until signed by an authorised member of the Angkor Hospital for Children Event or Communications Team and Executive Committee Member.

Thank you again for choosing to fundraise and support Angkor Hospital for Children!