



“I WANT TO RAISE FUNDS FOR MERCY RELIEF”

You are simply **AWESOME!** Thank you for supporting us through a fundraising event.

To enable us to support you as best as we can, please return this form to us completed via email to intouch@mercyrelief.org.

- This form has to be submitted at least 14 days before the commencement of the fundraising event / project.
- Public Fundraising: A fundraising permit will be required from the Singapore Police Licensing Division.
- Private Fundraising: A license / permit is not required if collections for fundraising activity are solely from family members and friends.

EVENT COORDINATOR PARTICULARS	
Organisation/Company Name: <small>(Applicable only if the fundraise event is by an organization or a company)</small>	
Contact Person Name:	
Contact Person Email:	
Contact Number:	HP: Office: Fax:
Mailing Address:	
Email:	
EVENT DETAILS	
Proposed name of event: <small>(Please indicate the Mercy Relief General Fund or the specific Mercy Relief Humanitarian Relief)</small>	
Fundraise event description: <small>(Nature of event? E.g. Charity Ball, Golf Invitational, Charity Fun Fair, Concert)</small> <small>* Attach photos where applicable</small>	
Venue of event:	
Date of event:	
Duration of event:	
Method of fundraising: <small>(Ticket sales, donation box, etc?)</small>	

Target audience: <i>(Expected number of people to reach)</i>	
Fundraising target:	

(FOR FUNDRAISER ONLY) DISCLAIMER AND FUNDRAISING AGREEMENT

I accept the terms and conditions of the fundraising guidelines. I agree to conduct my event / activity / project in accordance with those terms and conditions in a manner that upholds the integrity of Mercy Relief Limited.

I consent to MR sending me information about its activities and events, including fundraising activities and events.

Signature: _____

Date: _____

Approved by: Project Manager, Corporate Outreach and Resources

Name: _____

Signature: _____

Date: _____

Terms and Conditions:

The Organizers and Mercy Relief agree that:-

1. This fundraising initiative is being organized strictly for Mercy Relief's humanitarian relief efforts, and is not intended to carry any racial, religious or political messages, or be in support of or against any particular race, religion or political ideology or include the display of any symbol relating thereto (i.e. flags, posters, placards and the like) during the Event.
2. The Organizers will obtain written approval from Mercy Relief of all written collaterals for the fundraising initiative generally and the Event in particular before their public release online or in print.

3. All parties involved will adhere to the government's guidelines and regulations on public fundraising, as well as fundraising for foreign charitable purposes.
4. The Organizers will proceed with the Event only after all necessary permits/licenses are obtained from the relevant authorities.
5. The Organizers will take all necessary actions to avoid any public disturbances at the Event and to provide all necessary crowd control measures.
6. The Organizers will remit all the monies from the fundraising initiative, and all items issued to them or their personnel by Mercy Relief in relation thereto (eg. Donation cans, donation boxes etc) to Mercy Relief within 24 hours after the event.

If there is any breach of the agreement by the Organizers, Mercy Relief has the right to withdraw as the Event beneficiary and will not be held responsible for such breach.