

# HOST A FUNDRAISING EVENT FOR US

Ronald McDonald House South Island (RMHSI) supports families when their child is in a hospital away from home. Each year we offer more than 1200 families accommodation and support free of charge to help relieve some of the everyday stresses they face. Simply put, we give families with a hospitalised child what they need most — each other.

RMHSI welcomes fundraising events from individuals, organisations, schools & groups who want to partner with us and help us do what we do best: keep families with a child in hospital together.

## FUNDRAISING PROPOSAL FORM

In order to organise a Community Fundraising Event on behalf of RMHSI, this form must be completed and sent to Nia Gardner, the Fundraising Advisor at [nia@rmhsi.org.nz](mailto:nia@rmhsi.org.nz). Permission will then be granted by a staff member via email, unless further discussion is required.

## GUIDELINES

1. A letter of approval must be received from RMHSI to conduct an event on our behalf.
2. If RMHSI's name or logo is used on printed material, we need to review that material before it is made public. We have specific logo guidelines which we will need you to adhere to.
3. All communications (written, verbal or otherwise) must identify your group as the organiser of this event.
4. While we will do our best to support your event, RMHSI does not guarantee we can provide volunteers or assist in selling tickets. We also cannot assume any responsibility for event expenses. The responsibility of this rests with you.
5. After the event has finished and expenses have been resolved, the organiser can donate the funds raised through a bank deposit, online donation, cheque or personally deliver the money to Ronald McDonald House South Island on Cashel Street, Christchurch. Please make sure funds raised are donated to RMHSI within 30 days of the event taking place.

## SPONSORSHIP:

RMHSI is extremely fortunate to have a number of business sponsors who help us keep our doors open for families, 365 days of the year. We ask that you please not approach these National Partners below:

- McDonald's
- ASB
- La-Z-Boy
- 1-day
- Ray White
- Sealy

If you have any questions, please contact Nia Gardner, the Fundraising Advisor on 03 377 3311 or [nia@rmhsi.org.nz](mailto:nia@rmhsi.org.nz)

# FUNDRAISING APPLICATION FORM

Thank you for choosing to support the families staying at Ronald McDonald House South Island and helping make our mission possible through your own fundraising event! Please complete this application form and send it through to Nia Gardner, the Fundraising Advisor.

## CONTACT INFORMATION

Organiser's Name: \_\_\_\_\_

Organisation/School (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

City: \_\_\_\_\_

Postcode: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to receive your newsletter by  mail  email  neither

## EVENT INFORMATION

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Location: \_\_\_\_\_ Number of attendees expected: \_\_\_\_\_

How do you plan on promoting this event? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you raise funds through this event?

Online fundraising page  Donations  Ticket sales

Other, please specify: \_\_\_\_\_

\_\_\_\_\_



Ronald McDonald House  
South Island

What is your financial goal? \$ \_\_\_\_\_

How much of the funds raised do you intend to give to RMHSI?  
\$ \_\_\_\_\_ Or % \_\_\_\_\_

Will you be fundraising for other charities at your event?  
 No  Yes: please specify: \_\_\_\_\_

Local businesses are often happy to help with fundraising events in their area. If you plan to approach a company for sponsorship or prizes, please let us know first, as RMHSI may have an existing relationship with the business.

## HOW CAN WE HELP

What has inspired you to fundraise for the families at Ronald McDonald House South Island?

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We would love to support you and can help in the following ways: check what is applicable to your event:

Donation Buckets



Logo for digital or print



Thank you stickers



Tour of the Christchurch House for event organisers



You are welcome to use the Ronald McDonald House South Island logo; however, all publications (online, print, signage and advertising) need to be approved by a staff member.

## DECLARATION

I/we understand that Ronald McDonald House South Island cannot be held responsible for any personal injury, damage to property or financial losses that may occur as a result of our/my planned fundraiser. I agree to forward the funds raised from this fundraising event to Ronald McDonald House South Island within 30 days of the event finishing.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## SUBMISSION

Please email your completed application form to [nia@rmhsi.org.nz](mailto:nia@rmhsi.org.nz) or post to:

Fundraising Advisor  
Ronald McDonald House South Island  
PO Box 1436  
Christchurch 8140

## AFTER YOUR EVENT

Send us through any photos you have of the event, as we'd love to showcase it to our supporters throughout New Zealand. Make sure you thank the team that helped you, those who supported you with time or products, those who attended the event and those who gave!

**We are only able to do what we do because of community champions like you. For a child going through treatment, sometimes the best kind of medicine is having family at their side for hugs, kisses and aroha. Thank you for helping us keep families close.**

### Bank transfer:

*Ronald McDonald House South Island: 03-0866-0379349-00  
Reference: Your name and event*

### Online donation:

*Follow this link here*

### Direct payment at our Christchurch House:

*Ronald McDonald House South Island: 33 Cashel Street, Christchurch*

### Cheque:

Make out to 'Ronald McDonald House South Island' and post to:

*Fundraising Advisor  
Ronald McDonald House South Island  
PO Box 1436  
Christchurch 8140*