

Updated: February 2019

Dear Fundraiser,

Thank you for fundraising for BirdLife International!

The best way to fundraise is by registering with our Just Giving page: <https://www.justgiving.com/birdlifeint>. We recommend that you set this up for yourself so you have control of the page and can tell people your own story. However, we can set this up for you if necessary.

I've included a registration form, so we can set you up on our database as a donor. We'll also use this information to tell people about your event on social media or on our website if that is of interest to you. Also included in this pack is an offline sponsorship form and details on where to send a cheque or bank transfer once you have collected the funds.

If there is any additional support required, or if you require any materials such as stickers, badges or printed material we will be happy to help. Please don't hesitate to get in touch.

From all at BirdLife International: we wish you the greatest of success on your adventure!

Best wishes,



Sarah Proud
Fundraising Officer
BirdLife International
+44 (0)1223 747524 | fundraising@birdlife.org

Setting up your Just Giving Page

1. Visit <https://www.justgiving.com/birdlifeint> and click on 'Fundraise for us' in the top right corner.
2. If you haven't already registered with Just Giving, please create an account and log in.
3. Select the type of event you wish to participate in:



Taking part in an event
From a marathon, triathlon or charity bike ride to a sponsored walk or trek. Raise money for any official event.

Organised event



Celebrating an occasion
Ask friends for donations rather than birthday or wedding gifts.

Personal occasion



Remembering someone
Pay tribute to a loved one by collecting donations for a cause they cared about.

In memory



Doing your own thing
Shave your head, give up chocolate, do something unique...

Personal challenge

4. If you are taking part in an organised event, please select the event from the list.
5. Fill out the form. If you are asked the following, please select no unless otherwise agreed:

Is your charity contributing to the cost of your fundraising?

e.g. Paying for your travel, accommodation or entry fee. If yes, then donations made by you, your spouse or partner, or your relatives and their spouses or partners, will not be eligible for Gift Aid. Find out more about Gift Aid eligibility

- No
 Yes

6. Once you've set up your page, you can customise it to add features such as your story, a target and photos. You may also add regular updates which will be sent to people who have donated to you.

If you require any further assistance, please do get in touch with Sarah Proud on fundraising@birdlife.org or +44 (0)1223 747524.

Sponsorship Registration Form			
YOUR DETAILS (lead fundraiser)			
First name		Last name	
Email		Phone	
Address			
City		Region/State	
Post Code		Country	
Date of birth	DD / MM / YYYY		
Twitter handle	@		
OTHER PARTICIPANTS (if applicable – please continue on a separate sheet if needed)			
Name			
Name			
Name			
Name			
Name			
Name			
Name			
EVENT INFORMATION			
Name of event			
Is this an organised event or are you planning it yourself?			
Event website (if applicable)			
Your Just Giving page link			
How much do you plan to raise for BirdLife International?			
Do you consent to BirdLife International sharing your Just Giving page on social media and our website? (please tick)			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you would like to share your reasons for taking on this challenge, please do so here.								
If you would like to share your reasons for supporting BirdLife International, please do so here.								
Is there a particular project or area of our work that you would like to donate the funds to?								
DATA PROTECTION								
Are you happy for BirdLife to keep in touch								
Phone	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>Email</td> <td><input type="checkbox"/></td> <td>Post</td> <td><input type="checkbox"/></td> <td>No thank you</td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	Email	<input type="checkbox"/>	Post	<input type="checkbox"/>	No thank you	<input type="checkbox"/>
<input type="checkbox"/>	Email	<input type="checkbox"/>	Post	<input type="checkbox"/>	No thank you	<input type="checkbox"/>		
Are you interested in joining the World Bird Club and receiving quarterly copies of BirdLife – the Magazine? If yes, we will be in touch with more information.								
Yes	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	No	<input type="checkbox"/>				
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Signed	<table border="1"> <tr> <td><input type="text"/></td> <td>Date</td> <td>DD / MM / YYYY</td> </tr> </table>	<input type="text"/>	Date	DD / MM / YYYY				
<input type="text"/>	Date	DD / MM / YYYY						

OFFLINE SPONSORSHIP FORM – use this to collect any donations made offline.						
Name	Address	Postcode	£ Amount	Gift Aid?	Date paid	Signed



Partnership for

Offline Fundraising

If you have collected any funds offline, please send this on to us by the following means. Please clearly state what the funds are for and who they are from so they can be allocated correctly. Please also indicate whether or not you require acknowledgement of receipt.

Cheque/check

Please post a cheque to:
Fundraising
BirdLife International
The David Attenborough Building
Pembroke Street
Cambridge
CB2 3QZ
United Kingdom

Bank Transfer:

Account name: BirdLife International
Bank address: Barclays Bank, 9-11 St Andrews Street, Cambridge, CB2 3AA, UK

UK £ account

Account no: 00064564 | Sort Code: 20-17-68
SWIFT code: BARCGB22 | IBAN: GB15 BARC 2017 6800 0645 64

Europe € account

Account no: 54243766 | Sort Code: 20-17-68
SWIFT code: BARCGB22 | IBAN: GB34 BARC 2017 6854 2437 66

US \$ account

Account no: 82812655 | Sort Code: 20-17-68
SWIFT code: BARCGB22 | IBAN: GB36 BARC 2017 6882 8126 55

Credit / debit card

Phone Sarah Proud on +44 (0)1223 747524 to pay by card over the telephone.
Alternatively return this page to us with the following details completed:

Name on card:

Address:

Card number:

Expiry date: __ / __ Security code (3 digits on signature strip): ____

Signed: _____ Date: __ / __ / ____