

Thank you for wanting to raise money for Greenpeace.

As you will be raising money from the public in support of Greenpeace, we think it is important to have a written agreement from you. Please sign and return this to us before starting fundraising in aid of us.

This "Agreement" provide the basis for conducting a fundraising activity on behalf of Greenpeace. If accepted, these conditions will form the basis of any dealings between Greenpeace and the Fundraiser in relation to fundraising activities.

### Conditions

- 1 A **Fundraiser Registration Form** must be completed and returned to Greenpeace, before commencing any fundraising activities.
- 2 A **Fundraiser Authorization Card** will be forwarded to cover all your fundraising activities. The Card will contain a Fundraiser ID number that should be included with all correspondence.
- 3 Fundraisers must provide the following on the **Fundraising Proposal Form**:
  - a. a clear written description of the proposed activity,
  - b. its duration, and
  - c. the individuals or group organizing it;
  - d. and attach a budget that includes anticipated income and expenditure before commencing any activity.
- 4 Only use lawful means to fundraise for Greenpeace and will not do anything to harm Greenpeace's reputation and to adhere to Greenpeace values when fundraising. Greenpeace does not endorse any events that involve:
  - a. Telemarketing, Direct Mail, door-to-door sales, or vending machine;
  - b. door knocking or open-bucket collections;
  - c. violent or dangerous activities;
  - d. the use of animals or animal rides;
  - e. the sale or promotion of products or services deemed appropriate (including, but not limited to tobacco products, illegal drugs, adult content, firearms etc);
  - f. the use of Greenpeace's database of supporters and staffs;
  - g. a breach of Greenpeace's philosophy and values.
- 5 **Greenpeace does not accept money from corporations or Governments** to ensure we remain independent to campaign where necessary. **Gifts-in-Kind** (such as free venue, raffle prizes, etc) may be given but only in keeping with Greenpeace policy.
- 6 Due to resource constraints, Greenpeace staff/s are unable to assist in soliciting prizes, organizing publicity or providing goods and services to assist in the running of a fundraising activity.
- 7 For all funds raised, kindly fill-up a **Paying In Form** and give it to Kristina Hernandez-Pedraya, our resident Community Fundraiser, together with your funds raised through the following options: cash, bank deposit, cheque, credit card, or postal order. An Official Receipt will be issued upon receipt of donations. Bank deposits, cheques/postal orders should be made payable to Greenpeace SEA Environmental Trust, Inc. with BPI Current Acct. 1991-0070-47.
- 8 Receipts for individual donations will only be issued by Greenpeace when they are specifically requested. Fundraisers should provide a list of people requiring receipts with all relevant particulars, once the activity is completed. Greenpeace will then send out receipts directly to donors.
- 9 All expenses associated with fundraising activities are the responsibility of the fundraiser. However, expenses necessary to conduct the fundraising activity can be deducted from the proceeds, provided they are properly documented.

- 10 All funds raised should be forwarded to Greenpeace within two weeks of completion of an event or activity. Where the activity is going to occur over a number of weeks or months, funds raised should be sent in every two weeks or as agreed upon.
- 11 All publicity material should clearly state where money raised will go e.g. "All proceeds will go to Greenpeace, \_\_\_% of proceeds will go to Greenpeace, or Php\_\_ from your registration fee goes to Greenpeace".
- 12 Fundraisers must make it clear in all their dealings with the public, sponsors and supporters that they do not represent Greenpeace, but are raising funds that will be provided to Greenpeace to support its activities. Suggested wording would be "proudly supporting Greenpeace", "funds raised will help Greenpeace to save our environment", "for the benefit of Greenpeace".
- 13 Fundraisers are not employees or agents of Greenpeace, nor are they acting in any other representative capacity. Fundraisers undertake all fundraising activities on their own behalf and at their own risk. Greenpeace will not be liable for any injury, damage or loss sustained as a result of any fundraising activities. Fundraisers should note that they are not covered by Greenpeace's public liability insurance. Any liability insurance required for fundraising events needs to be provided by the fundraisers or venues hired for activities.
- 14 Any materials or products that require the Greenpeace logo must be submitted for approval, well in advance of the date for commencement of the activity/event preferably at first draft stage. Permission for logo use will attract conditions, particularly if the logo is to be used to promote the activities of another organization (even if it is not-for-profit).
- 15 Copies of publicity materials such as posters, flyers and invitations should be forwarded to Greenpeace for approval prior to publication: [fundraising@greenpeace.org.ph](mailto:fundraising@greenpeace.org.ph)
- 16 Fundraisers should confine interviews with the media to information about the fundraising event. All other matters or requests for information about Greenpeace campaigns should be referred to Greenpeace's Communications Department on phone: **+63 (2) 332-1807 local 121.**
- 17 Greenpeace reserves the right to withdraw approval to fundraise should it be necessary to protect its reputation. In this situation, the Fundraiser Authorization Card and all money raised must be returned to Greenpeace within two weeks, and all fundraising must cease immediately.
- 18 If the Fundraiser needs to suspend or cancel an activity or event for unforeseen reasons, all Greenpeace property and profits need to be forwarded to the Fundraising Department within two weeks of notification of cancellation.

I declare myself a 'fit and proper' person to raise money in aid of Greenpeace and do not intend to do anything to bring Greenpeace into disrepute. I understand that Greenpeace may terminate my rights to raise funds at any time:

Complete Name	Contact No.
Address	
Postal Code	
Signature	Date Signed

## THANK YOU FOR YOUR SUPPORT!

Please sign and return this form to:

KRISTINA HERNANDEZ-PEDRAYA  
 Community Fundraiser  
 Greenpeace Southeast Asia - Philippines  
 Room 301-302, JGS Building, 30 Sct. Tuason corner Sct. Lazcano,  
 Brgy. Laging Handa, Diliman, Quezon City 1103 Philippines