



SINGAPORE RED CROSS SOCIETY

INCORPORATED BY ACT OF PARLIAMENT SINGAPORE RED CROSS SOCIETY (INCORPORATION) ACT (CHAPTER 304)
PATRON - HER EXCELLENCY THE PRESIDENT OF SINGAPORE

'In The Simplest Way, You Can Be A Hero'

SINGAPORE RED CROSS GRATEFUL HEARTS 2021

REPLY FORM - 3rd PARTY FUNDRAISING

**To: Singapore Red Cross
15 Penang Lane
Singapore 238486**

Tel: 6664 0683

Attn : Resource Development Department (Kanthes Kumar / Navjeet Kaur)

Email: events@redcross.sg

PARTICULARS

Contact Person: _____

Contact Number: _____

Name of School/Organisation: _____

Email Address: _____

School/Organisation Address _____

YES!, WE WANT TO BE YOUR HERO! and support the Red Cross Grateful Hearts 2021
(You may select more than 1 option)

- Organise an Internal Corporate / Partner event to raise funds (3rd Party Fundraising)



SINGAPORE RED CROSS SOCIETY

INCORPORATED BY ACT OF PARLIAMENT SINGAPORE RED CROSS SOCIETY (INCORPORATION) ACT (CHAPTER 304)
PATRON - HER EXCELLENCY THE PRESIDENT OF SINGAPORE

1) 3RD PARTY FUNDRAISING

Introduction

The Third Party Fundraising refers to an external party organising a fundraising activity to raise funds. The proposed activity can be in the form of a donation drive, sales of handicraft and etc. Refer to **Annex A** for the recommended list of possible fundraising activities.

Restrictions

The proposed fundraising activity is only to be conducted within the internal premises of their property e.g. internal donation drive within the office, sales of second hand products in house etc, Social distancing restriction apply and **must not** include soliciting funds in public areas.

Duration of Event

The activity can only be conducted between 8th May to 31st July 2021. All proceeds raised through Grateful Hearts 2021 must be handed over to Singapore Red Cross by **31st July 2021**.

Simple Step by Step Guide

1. Brainstorm a fundraising activity internally and decide on the format and mechanism.
2. Complete the Third Party Fundraising Form (Next 2 pages)
3. Submit to events@redcross.sg at least 14 days in advance of your scheduled fundraising date.
4. SRC will review your fundraising activity. If there are no further clarifications required, SRC staff will submit the form for management endorsement.
5. Once approved, SRC Staff will send the endorsed form back to you. You may then proceed to plan for the fundraiser accordingly.
6. After completion of the event, you may issue a cheque, make a bank transfer or bring the funds to SRC for counting.
7. For enquiries, please contact Kanthes Kumar or Navjeet Kaur at 6664 0683 or send your queries to events@redcross.sg.



SINGAPORE RED CROSS SOCIETY

INCORPORATED BY ACT OF PARLIAMENT SINGAPORE RED CROSS SOCIETY (INCORPORATION) ACT (CHAPTER 304)
PATRON - HER EXCELLENCY THE PRESIDENT OF SINGAPORE

“In The Simplest Way, You Can Be A Hero”
SINGAPORE RED CROSS GRATEFUL HEARTS 2021

Third Party Fundraising Registration Form

Thank you for your interest in fundraising on behalf of the Singapore Red Cross (SRC). Please return this completed form to indicate your intention to raise funds for SRC and obtain approval to proceed with your event. If your event meets the criteria for an external Red Cross fundraiser, we will send you a Singapore Red Cross Third Party Fundraising Agreement that ***MUST*** be signed prior to the beginning of your fundraising efforts.

Proposed Fund Raising Event : _____

Proposed Date / Time : _____

Fundraiser Contact Details:

Contact Person: _____

Contact Number: _____

Name of Organisation: _____

Email Address: _____

Organisation Address _____

I / We, declare the information provided is true to the best of my / our knowledge.

Signature / Company stamp (if applicable) / Date



SINGAPORE RED CROSS SOCIETY

INCORPORATED BY ACT OF PARLIAMENT SINGAPORE RED CROSS SOCIETY (INCORPORATION) ACT (CHAPTER 304)
PATRON - HER EXCELLENCY THE PRESIDENT OF SINGAPORE

SINGAPORE RED CROSS (FOR INTERNAL USE ONLY)

Received by & Date:

Approved / Rejected

Remarks: _____

(Recommended by / Date)

(Approved by / Date)

Please attach a detailed proposal of your fundraising event, which includes the following:

Annex B - Proposal of 3rd Party Fundraising

Grateful Hearts 2021 - In the Simplest Ways, You Can be A Hero



SINGAPORE RED CROSS SOCIETY

INCORPORATED BY ACT OF PARLIAMENT SINGAPORE RED CROSS SOCIETY (INCORPORATION) ACT (CHAPTER 304)
PATRON - HER EXCELLENCY THE PRESIDENT OF SINGAPORE

Proposed event's name, date, time and venue (address)
<i>e.g Internal Fundraising at Company meeting room from 8th - 31st May 2021</i>
Description / Mechanics of the event
<i>e.g Sales of handicraft by staff / All sales will be put into a donation box</i>
Method of fundraising (how will funds be raised)
<i>e.g Sales of handicraft</i>
Samples of promotional collaterals (if applicable)
<i>Please let us see any flyers that you have prepared.</i>
Do you require any assistance / material from Singapore Red Cross
<i>e.g 5 Donation Tins</i>
What proportion of funds raised do you intend to donate to the Singapore Red Cross?



SINGAPORE RED CROSS SOCIETY

INCORPORATED BY ACT OF PARLIAMENT SINGAPORE RED CROSS SOCIETY (INCORPORATION) ACT (CHAPTER 304)
PATRON - HER EXCELLENCY THE PRESIDENT OF SINGAPORE

e.g 100%

How donations derived are monitored / accounted for?

e.g All donations towards Singapore Red Cross will be through the Donation Tins only.

We hope you have a fruitful time fundraising for the Singapore Red Cross, your heroic acts will be much appreciated by the beneficiaries of our programmes!