

## **Letter to Accompany Fundraising Application Form**

Dear Friend,

Thank you for your interest in becoming a Fundraising Volunteer with Tuam Cancer Care.

Enclosed please find a Fundraising Volunteer Application form and the Code of Conduct for Fundraising Volunteers.

Please take time to consider the way in which you would like to volunteer before completing the Fundraising Volunteer Application Form.

To assist you the form includes a list of the different ways we you could help us. Simply tick the box next to the activity you may be interested in. You will then be contacted in the lead up to the event to check on your availability at that time.

We understand that everyone has times in their lives when they may not be available to help out, but we would greatly appreciate your time in replying to this request.

Please take time to read the Code of Conduct for Fundraising Volunteers before signing and returning it along with the completed Fundraising Volunteer Application Form to Eimear Keane, Community Liaison and Fundraising Officer, Tuam Cancer Care, Cricket Court, Dunmore Road, Tuam, Co. Galway.

If you have any questions please do not hesitate to contact the Centre on 093-28522.

Thank you again for your interest in the work of Tuam Cancer Care.

Yours sincerely,



Eimear Keane

Community Liaison and Fundraising Officer

## Tuam Cancer Care Fundraising Volunteer Application Form

Please fill in as much detail as you can

Contact Details			
Name: _____			
Email: _____			
Tel (Mobile)		Tel(Other)	
Address: _____ _____			

How would you like to help?

- Help organise the Table Quiz, collect sponsorship and prizes for the raffle from local businesses
- Assist at the Table Quiz
- Assist at the Church Gate Collection in your own Parish
- Marshal at the Leisure Cycle in June
- Assist at the Survivors Celebration Walk in October
- Distribute posters in your locality
- Expertise – offer your services free of charge (marketing, communications, sales, design)
- Networking – use your contacts to help us
- Encourage business contacts to support Tuam Cancer Care through Corporate Social Responsibility
- Other. Please explain \_\_\_\_\_  
\_\_\_\_\_

The data you have provided will be used to contact you in relation to the following:  
 To keep you informed of what's happening in Tuam Cancer Care we would like to send you our Newsletter  
 Tick here if you are happy to receive our Newsletter

How would you like to receive this information?    Email     Post

Tick here if you would like to receive information on upcoming events

How would you like to receive this information?    Email     Text

Please provide your email address if clicking that option \_\_\_\_\_

Tick here to give us permission to use photographs of events on Social Media or for publicity which you may feature in.

The data provided will not be shared with third parties, except where an event organiser would require your name and number for logistical purposes.  
 I confirm that I have read and understand the above and agree to the use of my information for the purposes stated.

Signature of Applicant: \_\_\_\_\_

Print Name: _____	Date: _____
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**When this form is completed please return to:**  
 Eimear Keane, Fundraising Officer, Tuam Cancer Care, Cricket Court, Dunmore Rd., Tuam Co. Galway  
 Email: [fundraising@tuamcancercare.ie](mailto:fundraising@tuamcancercare.ie) Tel: 093 28522



## **Code of Conduct for Fundraising Volunteers**

**As a volunteer, I \_\_\_\_\_ (name) agree to:**

1. Represent Tuam Cancer Care with professionalism, dignity and pride, and be responsible for conducting myself with courtesy and appropriate behaviour.
2. Follow through and complete accepted tasks.
3. Display respect and courtesy for employees, other volunteers, event participants, visitors, clients and property.
4. Respect the privacy of persons served by the organisation and hold in confidence sensitive, private and personal information except in cases of suspected child abuse or neglect which will be handled as per Irish law and program policy.
5. Keep the Community Liaison Officer informed of progress, concerns and problems within the event sub-committees in which I participate.
6. Keep personal opinions and actions separate from those made as a representative of Tuam Cancer Care.
7. Avoid conduct, both on and off duty, which would jeopardize the professionalism or reputation of the Tuam Cancer Care.

**And, as a volunteer, I will not:**

9. Use vulgar or inappropriate language.
10. Solicit gratuities, gifts or bequests for personal or professional benefit.
11. Use or be under the influence of illegal drugs while volunteering.
12. Consume or be under the influence of alcohol while volunteering.
13. Smoke, unless in the designated smoking area away from the event.
14. Discriminate on the basis of race, colour, religion, sex, age, national origin, marital status disability, sexual orientation or political preference.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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