REQUEST FOR CHARITY EVENT AT RAF AKROTIRI

Have you read the step by step guide?

Name of charity organisation that will be supported:	Charity Registration Number:
Person making this request:	
Contact details of the person making this request: (please include a day-time telephone number or e-mail address)	
Date/s of event requested:	
Details of request: what specifically, do you intend to do?	
Why have you chosen this charity?	
What Station support is required?	
Who has already been contacted about this event? (internal/external)	
Target amount to raise	
Charity webpage link	

All charity events MUST comply with the fundraising code of practice, you can read these at the following link http://www.fundraisingregulator.org.uk/code
Before submitting your request please ensure you have read the code of practice and that your event meets all the relevant criteria.

☐ By checking this box, I agree that I have read and understood the fundraising code of practice and declare that my event complies with the relevant regulations.

Please send your request to: BFC-AKI-StnCharitiesGpMailbox@mod.gov.uk
Major Events Co-ord is to forward requests for major events to the Station Adjutant for approval by the Station Commander.

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APPLICATION APPROVAL PROCESS (USED BY CHARITIES COMMITTEE)

All requests are to be sent to the Charities Committee Mailbox Address only

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│   APPLICATION RECEIVED BY            │
│      CHARITIES COMMITTEE             │
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MAJOR EVENT
Example: An event that takes place on Station and involves more than one person taking part or attending

MINOR EVENT
Example: An event on Station involving one person taking part or attending

SEEK APPROVAL
Station Commander approval through Station Adjutant

SEEK APPROVAL
Committee approval through the OIC or Dep OIC

APPROVED

NOT APPROVED

Event entered onto the Station Forecast of Events and Charities Events Tracker

Events Co-ord Team support a/r

Rest of committee support a/r (publicity, media)

Contact applicant and inform of outcome

Address issues as necessary with a view to resubmit where able

EVENT COMPLETED

Publicised

Monies paid to the charity

Charities Tracker updated