The University of Northampton Students’ Union

The Engine Shed

 University Drive

 Northampton

 NN1 5PH

{Insert Address of your Charity here}

DD/MM/2018

Dear Community Fundraising Team,

My Name is {insert}, and I am the {Committee Role} of the University of Northampton Students’ Union {insert student group name} Club/Society/Volunteer Project.

I am writing to you as our Club/Society/Volunteer Project you like to seek your permission to make {insert charity name} our Adopted Charity for 2018/19.

This means that over the course of this academic year as a club/society/volunteer project will be running a variety of different fundraising events to raise money for our club/society/volunteer project and for some of these events we would like to split the donations/profits raised with your charity and help to raise awareness of your charity.

These events would include {list event ideas}.

We would like to know if you would be willing to be our Adopted Charity for 2018/19, and if

1. We have your permission to fundraise for {insert charity name}?
2. Agree to split all donation / profit between {insert charity name} {insert percentage} / {insert percentage} {club/society/volunteer project}
3. That we have permission to use your Charity Logo on our marketing materials & collection tins?
4. If you could send us your logo & brand guidelines to follow?
5. If you would be able to assist with any fundraising materials?
6. Who you would need the cheques payable to?
7. Address to post the cheques?

If you need to speak to me to clarify any of the information above or to hear more about our fundraising ideas my contact details are as follows

Email:-

Mobile Number:-

We look forward to hearing from you soon, and being able to work with you.

Kind Regards

{Insert name}

{Insert committee role & club/society/volunteer project name}