LAUNCHPAD'S ANNUAL CHARITY PANCAKE RACE

Broad Street, Reading – 5th March 2019

On Your Marks….

To enter, you'll need to

1) Complete and return the attached entry form
2) Submit your £50 entry fee (details on the application form)

We'll then contact you to confirm receipt of your entry and give you final details before race day.
Places will be allocated on a first-come-first-served basis.

Get Set……..

Who's in your team? They are teams of 4 (no more or less!).

We'll provide the pancakes – <u>you bring the frying pan</u>! Remember to purchase your team's frying pan before the event (and have a practice around the office!)

Why not get your office involved and create a company JustGiving page. Ask your colleagues to sponsor you to wear a ridiculous fancy dress costume – there will be a prize for 'Best Dressed' and 'Best Fundraisers'.

To set up a page, click on the link above or follow the instructions below.

Awards up for grabs - Not only will you raise money for **Launchpad Reading** but you will also have a chance to win some fantastic prizes (TBC)

So make sure you have your team's <u>fancy dress costume organised</u>, <u>your best pancake flippers</u> at the ready and <u>your colleagues</u> on the side lines cheering you on!

Go!

Your team will take part in a series of knock-out heats, tossing pancakes along the way.

Timings and locations of the day will be:

Arrival:	Broad Street Mall 11.45am - 12.15pm for registration and team photos (for inclusion in Reading Chronicle's coverage).
Races Begins	Broad Street 12.30pm
Award presentations	Location TBC 1.30pm

LAUNCHPAD'S ANNUAL CHARITY PANCAKE RACE
Application Form

Please return this form to fundraising@launchpadreading.org.uk

Company or Organisation Name

Company Address

Postcode

Organisation Twitter Handle @

Name of Team Organiser

Tel

Email

Mobile No

How did you hear about the Pancake race?

How are you planning on paying the entry fee? BACS ☐   **Cheque** ☐   **Cash** ☐

Launchpad Reading, our partners and sponsors do not accept any liability for any accident or injury arising out of your involvement in this event

ENTRY FEE PAYMENT

Please transfer your £50 entry fee to

Account Name: Launchpad Reading
Account No: 50751111
Sort Code: 20-71-03

Reference: [Company Name] – PCR2019

Alternatively post a cheque to:

Fundraising,
Launchpad Reading,
The Stables,
1A Merchants Place,
Reading,
RG1 1DT

Once we have received payment and the above form, we'll then contact you to confirm receipt of your entry and give you final details before race day. We look forward to having you with us!

Sponsorship and Gift Aid declaration form

Please sponsor me (name)

_____
_____

To (event)

_____

In aid of Launchpad Reading

If I have ticked the box headed 'Gift Aid? √', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity or Community Amateur Sports Club (CASC) named above to reclaim tax on the donation detailed below, given on the date shown. I understand that if I pay less Income Tax / or Capital Gains tax in the current tax year than the amount of Gift Aid claimed on all of my donations it is my responsibility to pay any difference. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Full Name (First and Surname)	Home address – *Only needed if you are Gift Aiding your donation.* **Please do not put your work address here.**	Postcode	Amount £	Date paid	Gift Aid? √
	To gift aid, please put the first line of your address and your postcode				
	To gift aid, please put the first line of your address and your postcode				
	To gift aid, please put the first line of your address and your postcode				
	To gift aid, please put the first line of your address and your postcode				
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	To gift aid, please put the first line of your address and your postcode				
	To gift aid, please put the first line of your address and your postcode				
	To gift aid, please put the first line of your address and your postcode				
Total donations received			£		
Paid to Launchpad Reading on					
Office use only			£		
Non Gift Aid donations			£		

JustGiving™

Just Giving is the easiest way to gather sponsorship. Give your sponsor the web address and they do the rest. The money comes straight to Launchpad and you never have to worry about it. If you don't already have a Just Giving account, here are the steps to follow to set yours up:

⇒ Go to **www.justgiving.com**

⇒ Click on '**Make your page'**, follow the Just Giving registration steps and click on '**Create Account'**. *You will get an email alert to say you have set up a Just Giving account.*

⇒ You will now be asked to '**search for the cause you want to support'**. Type '**Launchpad Reading'** into the search bar and select it when it comes up.

⇒ You will now be asked '**let us know what you are doing**' and you should select '**organised event'**.

⇒ Search for '**Launchpad Pancake Race 2019'** and select it when it comes up.

⇒ You are then asked to '**finalise your selection'**. The answer to the question 'is your charity contributing to the cost of your fundraising?' is '**no**'.

⇒ You are now given the option of choosing the suggested web address (to pass to your potential sponsors) or changing it. Just Giving will check whether your choice is available. When you are happy with your choice click **Create Your Page**. *You will get an email alert to say your page has been created.*

⇒ Now it's time to personalise your page. You can upload a picture of yourself; enter text that tells people what you are doing and what they need to do (i.e. sponsor you). Information about Launchpad will automatically appear on the page, along with our logo. Follow the instructions on the page to 'edit' each section.

⇒ When you are happy with your page, it's time to send the web link to everyone you know. Don't forget to promote it via any social networks you belong to.

⇒ Do your company do match funding? If they do, send them the link too!