***Fundraiser Proposal for Wells for Zoe –***

***Due in class in hardcopy in week 7 or there will be no event***

1. Group member’s names and contact details:

Name:   William Carey

Phone: 0852705542

Email:   C16315253@mydit.ie

Name:              Aron O’Neil

Phone: 086 231 4000

Email:   C16466214@mydit.ie

Name:              Davis Oplucans

Phone: 087 692 2048

Email:              C16356851@mydit.ie

Name:              Michael Lenghel

Phone:             0857641332

Email:              C16434974@mydit.ie

Name:        Iosif Bogdan Dobos

Phone: 0894199005

Email:   C16735789@mydit.ie

Define the project in detail:

* **Fundraiser for the charity “Wells for Zoe”.**
* **It will be a bake sale based in the lobby in the Annex building**
* **Four to five people will be serving the bakery**
* **profit income will go straight to the charity.**
* **The group will bake food themselves and list the ingredients as they progress**
* **a variation of snacks to be chosen from and will be all freshly made .**

When will event happen?

Date(s): 8th November, Week 9

Time(s):              1:30 - 3:30

Venue for event:  ***Lobby in Annex***

Address: ***Annex, Kevin Street DIT, Dublin 8***

Contact Person: ***Davis Oplucans, Group Member***

His phone number: 085 270 5542

His email:  [C16359851@mydit.ie](mailto:C16359851@mydit.ie)

First Aider: ‘Porter on Duty’

Will you need help from an outside source?

* A parent will be bringing in some of the goods.
* DIT Kevin Street will be able to provide the 2 long tables
* We will go to euro giant, Tescos or Dealz to get napkins, kitchen rolls, Money box, plastic plates and forks

1. If you need a letter from me to assist with getting prizes, etc please ensure that I have the following: each group member’s name, what the concept is and who the letter is for.

Y N N/A

1. For **all** groups, regardless if your activity is in the college or not, please find out the following details:

Does the venue, including DIT locations, have a qualified first aider?

                    Y N N/A

Will that person be at the event?                                 Y N N/A

What is the full name of the first aider ?

            ‘Porter on Duty’

* 1. Does anyone in the group doing the event have

recognised first aid training?                                       Y  N N/A

* 1. Will he/she be at the event?                                        Y N N/a
  2. ***If yes***, please provide the name(s) and details below. N/A
  3. Does the venue have a first aid kit?                             Y N N/A
  4. Does the venue have fire extinguishers?                      Y N N/A

Does the company/group have an incident book that if a

DIT student has an accident this can be recorded (this is

with the DIT porters – please find out where it is located

just in case)?

Y N N/A

Names of DIT students who have a recognised training in first aid who will be at the event:

Name:

Y N N/a

Where did he/she get first aid training:

When:

N/A

1. If using a logo of a society/club on your advertising for your event do you have written permission from that society/club?

Y   N N/A

1. Is it attached to this proposal? Y N N/A

Materials needed? What are they?  How will you get them? How much do you need ?

* Two long tables: Ask college for two long tables
* Baked goods: We will be baking the goods ourselves
* Float and Money box: Money box will be obtained from home
* Trays for baked goods: This will be obtained from home
* Napkins, single use plates and plastic cultery: This will be purchased from the shop
* Signs: We will be making these ourselves
* Table cover: We will be taking these from home

1. If you are using your own or someone else’s equipment, like a games console from the Games Soc, is this insured?

Y N N/A

1. If yes, by whom?

N/A

1. If no, please obtain written permission from the appropriate person to use this equipment and that the owner of the equipment is responsible for any damage that may occur. DIT’s insurer will not provide cover for this.

N/A

Not applicable to our event (please circle if this is the case and continue to the next section)

* 1. Please list equipment being used (ie. Games consoles, poker chips, etc):
  2. Is all equipment insured:                    Y N N/A
  3. Letter from person/group verifying insurance – is this attached to proposal:

Y         N      N/A

* 1. If no insurance, then is a letter from person/group verifying he/she/group takes responsibility for any damage incurred attached to proposal:

Yes               No                 N/A

1. Any obvious hazards to the event?  If yes, please explain in detail (again the more detail the better).

* **If a team member is sick on the day, don’t have them near the baked goods.**
* **People can slip leading to personal injury. Avoid this by cleaning straight away and if this does happen, notify the porter on duty**
* **We to have a list of the ingredients so we can notify the customers of the ingredients in case they have allergies**

**We, the group, understand this proposal is binding and we will not partake in any other fundraising activities without submitting a new proposal form. In addition, we agree to not run any event until the following conditions are met:**

**- Our proposal has been fully completed and accepted by the lecturer.**

**- Our proposal has been approved.**

**Failure to follow these requirements can result in the event being cancelled and/or a loss of 15% from the final score for this assignment.**

**Typed signatures will not be accepted.**

***Signed (each group member must sign off on this):***

                                                                                Date:

                                                                                        Date:

                                                                                        Date:

                                                                                        Date:

                                                                                        Date: