

Fundraising Guidelines

Thank you for your interest in fundraising for St. Francis Hospice – we very much appreciate your support.

We want your fundraising to be an enjoyable experience as well as being safe and legal, so please read these terms and conditions before completing this form.

Please remember – we are here to help. If you require further information please call us on 01 832 7535

Authority to fundraise for St. Francis Hospice

Prior to organising and conducting a fundraising event in the name of St. Francis Hospice, you must:

- Be 18 years of age or over (if under 18 years of age you will need permission from a parent/guardian)
- Complete the Event Notification Form and submit it to St. Francis Hospice at least 30 days prior to the event.

Please do not make any announcements or publicise the event until St. Francis Hospice gives approval

Fundraising for St. Francis Hospice

- Activities must be conducted in accordance with all applicable laws.
- St. Francis Hospice is happy to offer advice and guidance for co-ordinating your event, however the overall running of the event, promotion, financial/record keeping and management is ultimately your responsibility.
- Please discuss Public Liability Insurance with a member of the Fundraising Team prior to proceeding with your event.
- Please advise St. Francis Hospice of any changes to details provided in the Event Notification Form prior to the event.
- Before organising a public collection please contact your local Garda station for advice regarding necessary permits.
- If you are organising a raffle where tickets are to be sold to people other than your guests you should contact your local Garda station for advice.
- Door to Door calls are only permissible if you know the residents and should be made during daylight hours.

- Approval to repeat an event must be requested each year from St. Francis Hospice.
- Raffle and Sale of Property: St. Francis Hospice does not participate in or promote private property raffles or lotteries.

Cash Handling and Banking

- To comply with auditor requirements and to preserve the integrity of the organiser, it is required that at least two people are involved with the counting and remitting of proceeds.
- All net proceeds must be submitted to St. Francis Hospice within 30 days of the conclusion of the event.
- Complete Proceeds Remittance Form.

Use of St. Francis Hospice names and logo

- When naming your event please do not use St. Francis Hospice in the title, instead you can use our name as beneficiary of the net proceeds. For example: (Event Name) to benefit St. Francis Hospice.
- Prior approval must be sought from St. Francis Hospice for any printed material, advertisements, media materials and releases associated with the event.
- Prior approval must be sought from St. Francis Hospice for any materials using the St. Francis Hospice logo. If approved we will provide a high resolution version of the logo – please do not copy it from other sources.

Agreement and Signature:

- Yes, I have read the guidelines of St. Francis Hospice and I agree to hold my fundraising event in accordance with them and all applicable laws.
- Yes, I agree that St. Francis Hospice will receive all revenue from the event within 30 days of the event.
- Yes, I agree that all publicity for the event must be approved by St. Francis Hospice prior to release/publication.

Signature of applicant: _____
Print Name: _____ Date: _____

Signature of parent/guardian(if applicant is under 18 years of age) _____
Print Name: _____ Date: _____

If you prefer not to receive any further communication from us please tick here

Thank you for your support. We will contact you soon.

**Please return completed form to:
St. Francis Hospice
Station Road
Raheny
FREEPOST
Dublin 5. Or in the enclosed post paid envelope**

For office use only:
Contact by Event Co-Ordinator: _____
Date: _____
Event Approved: Yes No
Materials Requested: Yes No
Representative @ Event: Yes No
Cheque Presentation: Yes No