



***FUNDRAISING EVENT PACK***

***&***

**PROPOSAL FORM**

**Call 044 9371971**

*[www.cancersupport.ie](http://www.cancersupport.ie)*

## Fundraising Terms & Conditions

Thank you for your interest in fundraising for LARCC - ***we really 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.

And remember - we're here to help. If you need any further information we're just a phone call away on 044 9371971.

### Authority to fundraise for LARCC

Prior to organising and conducting a fundraising event in the name of LARCC, you must:

- Be 18 years or over (if under 18 years of age, you will need permission from a parent / guardian)
- Complete this form and submit it to LARCC at least 30 days prior to the event.
- Please do not make any announcements or publicise the event until LARCC gives approval.

### Fundraising for LARCC

- Activities must be conducted in accordance with all applicable laws. Individuals looking to raise funds for LARCC through for example a solo sporting type event. e.g. Sponsored walk may be required to complete a Garda Vetting Form.
- LARCC is happy to offer advice and guidance for coordinating your activity, however, the overall running of the event, including expenses, promotion, record keeping and management is ultimately your responsibility.
- LARCC insurance cannot extend to volunteer events - we recommend you seek independent insurance advice.
- Please advise LARCC of any changes to details provided in this 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.

## **SERVICES WE PROVIDE:**

- Use of Collection Buckets
- Use of LARCC T-Shirts
- Basic In house printing of small quantities of sponsorship cards & Posters
- Posting event details on LARCC website & Face- Book Page
- If LARCC volunteers are needed by you for extra manpower for the event. 1 months' notice is required to LARCC.
- If you plan to solicit contributions, sponsorship, or in-kind gifts from businesses, please provide us with a list of potential business sponsors for review and approval prior to approaching. A list of all goods and services donated by companies should be submitted when making final remittance to LARCC.
- Approval to repeat an event must be requested each year from LARCC.
- The sale of CDs, Books, Calendars and other similar items: Due to the number of requests we receive to support this type of initiative, we have adopted a policy whereby the fundraiser is solely responsible for the coordination and management of the project, including; distribution, sales, finance, publicity etc. If you wish to donate a portion of sales or royalties from the project, we are happy to provide our logo and can set up a link to your project's website and post information on our Facebook page.
- Raffle and Sale of Property: LARCC does not participate in or promote private property raffles or lotteries. PR and Marketing: We cannot provide direct PR and marketing support to your event however we are happy to promote the event on our web-site and social media platforms.

## **Cash Handling and Banking**

- To comply with all recommendations and guidelines in this area and 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 LARCC within 14days of the conclusion of the event.

## **Use of LARCC name and logos**

- When naming your event please do not use any LARCC brand name in the title, instead you can use our name as beneficiary of the net proceeds. For example: '(Event Name) to benefit LARCC.
- Prior approval must be sought from LARCC for any printed materials, advertisements, media materials and releases associated with the event.

## FUNDRAISING EVENT PROPOSAL FORM

Please note: Completing this form does not imply authorisation from LARCC to undertake this event on our behalf. When we have processed your form we will be in touch to authorise your event. Please print clearly in Block letters and tick where appropriate. Thank You.

### Your Details

Contact Name: (Title)	(First Name)	(Surname)
Address:		
Telephone Number:		
E-mail:		
Name of group/company planning event <i>(if applicable)</i> :		
Brief description of your group/company <i>(if applicable)</i> :		

### The Event

Name of proposed event:	
Brief Description of the event:	
Date of event:	Time:
Location of event:	
Expected Attendance <i>(if applicable)</i> :	
Estimated Donation to LARCC: €	

### How will funds be raised?

Sponsorship _____
Ticket Sales (Proposed ticket price € _____ ) _____
Street Collection* _____
Raffle <i>(If raffle tickets are to be sold to people other than your guests you should contact your local authority for advice)</i> _____
Other <i>(please provide details)</i> : _____
<i>*Any event involving collections from the public requires an An Garda Siochana permit</i>

### Has this event taken place for LARCC before?

If yes please give details:
How will you promote your event?
Are there other beneficiaries besides LARCC
If yes, how will the funds be divided? (e.g.50%

