



# Breast Cancer Ireland Fundraising Guidelines

You can find this form online here

# Fundraising Guidelines

Thank you for your interest in fundraising for Breast Cancer Ireland – your support is very much appreciated. The following guidelines are for individuals, organisations and other groups that would like to hold an event benefitting Breast Cancer Ireland.

We want you're fundraising to be an enjoyable experience as well as being safe and legal, so please read these guidelines before completing the Fundraising Event Agreement Form.

## Prior to organising and conducting a fundraising event in the name of Breast Cancer Ireland, you must:

- ❌ Complete the Fundraising Event Proposal Form and submit it to Breast Cancer Ireland at least 30 days prior to the event.
- ❌ Be 18 years or over (if under 18 years of age, you will need permission from a parent / guardian).



Debenhams Ireland 'Think Pink' Campaign

## Fundraising for Breast Cancer Ireland:

- ❌ The event must be conducted in accordance with all applicable laws
- ❌ We are happy to offer advice and guidance for coordinating your event, however, the overall running of the event, including expenses, record keeping and management is ultimately the Fundraiser's responsibility
- ❌ Our insurance cannot extend to volunteer events – we recommend you seek independent insurance advice
- ❌ Events involving collections from the public requires a permit from your local An Garda Síochána station
- ❌ If you are organising a raffle where tickets are to be sold to anyone other than to your guests you should contact your local authority for advice. All lotteries must comply with the law.
- ❌ Door-to-door calls are only permissible if you know the residents and should be made during daylight hours.
- ❌ 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 Breast Cancer Ireland
- ❌ Approval to repeat an event must be requested each year from Breast Cancer Ireland
- ❌ The Fundraiser must not approach celebrities for support without prior approval unless you have a personal connection to them.



Aiden Sheridan '52 Marathons in 52 Weeks'



Kilmacud Crokes M2M Challenge 2016

# Fundraising Guidelines

## Financial Aspects of the event:

- ✚ 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 Breast Cancer Ireland within 30 days of the conclusion of the event. This requirement is also necessary to comply with collections held under An Garda Siochana permits.
- ✚ All proceeds remitted must be accompanied by a copy of the authorisation letter. Please do not send cash through the post.
- ✚ If supporters would like individual receipts, please provide a list including name, address, telephone number, e-mail and donation amount

## Use of Breast Cancer Ireland names and logos:

- ✚ In naming the event Breast Cancer Ireland should not be used in the title, but as beneficiary of the net proceeds. For example: 'Name of your event to benefit Breast Cancer Ireland,' e.g., 'St Mary's Bridge Club Ladies Lunch to aid Breast Cancer Ireland'
- ✚ Prior approval must be sought from Breast Cancer Ireland for any printed materials, advertisements, media materials and releases associated the event.
- ✚ Prior approval must be sought from us for any materials using Breast Cancer Ireland's logo. If approved, we will provide a high resolution version of the logo – please do not copy it from other sources.

## Cheque handover

Please be advised that Breast Cancer Ireland's guidelines in relation to cheque handovers are very strict. In accordance with good governance and accountability, it is not always possible, or prudent, to send a BCI representative to officiate at a cheque handover. We are, however, always happy to accommodate cheque handovers at our Head Office in Dublin and will organise photocall and forward images as required.

