



CANCER SUPPORT CENTRE  
FOR COUNTY WEXFORD

# *Fundraising Guidelines*



22 Weafer Street,  
Enniscorthy, Co. Wexford



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[fundraising@hopesupportcentre.ie](mailto:fundraising@hopesupportcentre.ie)

[www.hopesupportcentre.ie](http://www.hopesupportcentre.ie)

CHY No: 15556

RCN No: 20054007

# THANK YOU

Thank you for your interest in fundraising for the Hope Cancer Support Centre. We rely greatly on donations and fundraising in order to provide and enhance the services we provide and to reach out to more people affected by cancer. We are delighted you have chosen our charity to fundraise for!

## **Before you begin please think about:**

- Exactly the kind of event you want to run
- What will be involved and what you need i.e. number of volunteers required, equipment, budget, tickets etc
- An appropriate venue
- An appropriate date
- Advertising the event
- Insurance, permits, security and first aid
- Help during the event and clean up afterwards.

## **AUTHORITY TO FUNDRAISE**

All third party fundraising events need prior approval from our Board of Directors. Prior to organising and conducting a fundraising event in the name of Hope Cancer Support Centre, you must:

- Be 18 years or over (if under 18 years of age, you will need permission from a parent/guardian)
- Complete our online Fundraising Event Proposal Form or download and complete the pdf version (both available on our website [www.hopesupportcentre.ie](http://www.hopesupportcentre.ie)). This form must be submitted to our Administration Office at least 30 days prior to the event.
- If your event is approved by our Board of Directors, we'll send you written confirmation to fundraise on our behalf. Please do not make any announcements or publicise the event until Hope Cancer Support Centre confirms approval.

***The following guidelines have  
been put together for your benefit.***

***We want your fundraising event to be an enjoyable experience as  
well as being safe and legal, so please read these guidelines  
before completing the Fundraising Event Proposal Form.***

## **GUIDELINES FOR FUNDRAISING**

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.

## **INSURANCE**

The Hope Cancer Support Centre does not hold public liability insurance for third party fundraising events held on their behalf. It is responsibility of the fundraiser to organise insurance if required.

## **IDENTITY**

We provide every person collecting money on behalf of the Hope Cancer Support Centre with an Identity Badge with a personalised number which must be worn for all fundraising events.

## **EVENT MANAGEMENT PLAN**

If you are holding an event on public property, your local County Council may require you to complete an Event Management Plan. Wexford County Council's Event Management Guide can be downloaded at

<https://www.wexfordcoco.ie/sites/default/files/content/CouncilDemocracy/CouncilMinutes/EventsManagementGuide.pdf>

## PERMITS

- For any event being held outside your home or in an external venue, you should check with your local Garda Station to see if you need a permit. Usually if you are holding an event on public property, for example a street collection, you will need a garda permit. If your event is on private property, you won't need a garda permit but you will need permission from the owner of the property. For any large events it is best to notify the local station of the details just to make them aware of the event.
- A permit will also be required for raffles held in a public place.

## COLLECTION BUCKETS

Sealed collection buckets displaying the official Hope Cancer Support Centre logo must be used to collect money and will be supplied by us.

## NAME AND LOGO

- In naming the event, "Hope Cancer Support Centre" should not be used in the title, but as beneficiary of the net proceeds. For example "(Event name) to benefit (or in aid of) the Hope Cancer Support Centre".
- Prior approval must be sought from the Hope Cancer Support Centre for any printed materials, advertisements, media materials and releases associated with the event and the official 'Hope Cancer Support Centre' logo must be used.

## ONLINE FUNDRAISING

If you are interested in setting up an online fundraising platform for your event, we recommend that you use [www.idonate.ie](http://www.idonate.ie). The Hope Cancer Support Centre is a registered charity on this platform.

## HOW WE CAN HELP

- ▶ We will promote and publicise your event on our Website and Facebook page.
- ▶ We can provide you with collection buckets, posters, sponsorship cards, flyers/leaflets, stickers and t-shirts where applicable.
- ▶ We can provide representation at the event if necessary.
- ▶ After the event some fundraisers like to hold a 'cheque presentation ceremony' with a photographer from a local newspaper. We are always excited to hear about the success of all fundraising events. We will endeavour to provide representation at this ceremony if requested (and if reasonable notice is given), in order to acknowledge and thank fundraisers for all their time, effort and support of the Centre.

## WHAT TO DO WITH THE FUNDS RAISED

Funds raised need to be returned to us not later than two months from the date of the event.

1. Drop cash or cheques / bank drafts / postal orders into our Administration Office at 22 Weafer Street, Enniscorthy, Co. Wexford. Opening Hours 9.00 am to 4.30 pm Monday to Friday.
2. Post cheques / bank drafts / postal orders to: Administration Office, Hope Cancer Support Centre, 22 Weafer Street, Enniscorthy, Co. Wexford.
3. Direct lodgement or transfer to our bank account. Please contact us for our bank account details.  
Please ensure that you include your name as reference on the lodgement.  
Please email: [fundraising@hopesupportcentre.ie](mailto:fundraising@hopesupportcentre.ie) or ring our Administration Office on 053 9238555 to confirm the details of your lodgement.

*Once the money has been received by us,  
we will issue you with a receipt and  
thank you acknowledgement*

*Thank you for taking time  
to read these guidelines*

