

## HOW CAN WE HELP

- We will promote and publicise your event on our website and Facebook page.
- We will endeavour to assist in advertising your event in local newspaper, parish news- letters and local radio stations.
- We can provide you with collection buckets.
- 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 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.

Please contact Ciara Mc Crann or Tina O’Driscoll on 0870541311 to make arrangements to discuss Cheque Presentation.



**Thank you for taking  
time to read these  
guidelines**

29 Friar Street, Youghal, Co. Cork  
[info@youghalcancersupport.ie](mailto:info@youghalcancersupport.ie)  
[www.youghalcancersupport.ie](http://www.youghalcancersupport.ie)

**Fundraising Event  
Proposal Form  
Guidelines**

## THANK YOU

Thank you for your interest in fundraising for the Youghal 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!

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

Prior to organising and conducting a fundraising event in the name of Youghal Cancer Support Centre, you must:

- Be 18 years or over (if under 18 years of age, you will need permission from a parent/guardian)
- A Fundraising Event Proposal Form will be sent by post or email for you to fill in
- If your event is approved by our Board of Directors, we'll send you an Authorisation Letter to fundraise on

our behalf. Please do not make any announcements or publicise the event until Youghal Cancer Support Centre confirms approval.

The following guidelines have been put together to 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

Youghal Cancer Support Centre hold public liability insurance for fundraising events held on our behalf *(unless the insurance Company consider the event to be high risk)*

### 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.
- A permit will also be required for raffles held in a public place.

### Collection Buckets

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

### Name and Logo

- In naming the event, "Youghal 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 Youghal Cancer Support Centre".
- Prior approval must be sought from Youghal Cancer Support Centre for any printed materials, advertisements, media materials and releases associated with the event and the official "Youghal Cancer Support Centre" logo must be used.