

# Diabetes



# Ireland

## ***Fundraising Guidelines for 3<sup>rd</sup> Parties***

## Fundraising Guidelines

Thank you for your interest in fundraising for Diabetes Ireland. Your support is very much appreciated.

We have put together these guidelines for individuals, organisations and other groups that would like to hold an event benefiting Diabetes Ireland. You can decide which services you would like to see proceeds from your event support. These are:

Care Centre Building Programme / Diabetes Research Programmes / Patient Support & Education Services / Teen & Children Services

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

And remember – we are here to help you. If you need any further information we're just a phone call away on Lo-Call 1850 909 909 or 01 842 8118

### Authority to fundraise for Diabetes Ireland

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

- Be 18 years or over (if under 18 years of age, you will need permission from a parent / guardian).
- Complete the Fundraising Event Application Form and submit this to Diabetes Ireland at least 30 days prior to the event if organising a dedicated specific fundraising event on our behalf.

Please do not make any announcements or publicise the event until Diabetes Ireland gives approval.

### Fundraising for the Diabetes Ireland

- The event must be conducted in accordance with all applicable laws.
- Diabetes Ireland is happy to offer advice and support for coordinating your event, however, the overall running of the event, including expenses, record keeping and management is ultimately the Fundraiser's responsibility. Diabetes Ireland can provide you with guidance on this.
- Diabetes Ireland insurance can be extended to some volunteer events. Check with Diabetes Ireland for your event coverage.
- Please advise us of any changes to details provided in the Fundraising Event Application Form prior to the event.
- Events involving collections from the public require an An Garda Síochána permit which must be obtained through Diabetes Ireland.
- If you are organising a raffle where tickets are to be sold other than to your guests you should contact your local authority for advice. All lotteries must comply with the law.
- 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 Diabetes Ireland.
- Approval to repeat an event must be requested each year from the Diabetes Ireland.
- The Fundraiser must not approach celebrities for support without prior approval from Diabetes Ireland.

### **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 the Diabetes Ireland within 30 days of the conclusion of the event. This requirement is also necessary to comply with collections held under An Garda Síochána 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 Diabetes Ireland names and logos**

- In naming the event 'Diabetes Ireland should not be used in the title, but as beneficiary of the net proceeds. For example: '(Event Name) to benefit Diabetes Ireland'.
- Prior approval must be sought from Diabetes Ireland for any printed materials, advertisements, media materials and releases associated with the event. Diabetes Ireland may be able to help you with this.
- Prior approval must be sought from Diabetes Ireland for any materials using the Diabetes logo. If approved, we will provide a high resolution version of the logo - please do not copy it from other sources.

Please complete the attached form and post / scan and email back to  
[gary.brady@diabetes.ie](mailto:gary.brady@diabetes.ie)

## Fundraising Event Proposal Form

Please note completing this Event Proposal Form does not imply authorisation from Diabetes Ireland to undertake the event on its behalf.

**Please print clearly in BLOCK letters and ð where appropriate**

**This proposed fundraising event would be held to benefit:**

- Care Centre Building Programme
- Patient Support & Education Services
- Diabetes Research Programmes
- Teen & Children Services

|   |                   |
|---|-------------------|
| <b>Contact Name: (First Name)</b>   | <b>(Surname)</b>  |
| <b>Name of group/company planning event (if applicable)</b>   |                   |
| <b>Address:</b>   |                   |
| <b>Tel: (Mobile)</b>  | <b>(Landline)</b> |
| <b>Email:</b>   |                   |
| <b>Will you be adding details of the event to a website, social network or My Charity fundraising page?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  |                   |
| <b>If yes, please provide web address?</b>  |                   |
| <i>To comply with auditor requirements and to preserve the integrity of organisers, it is required that at least two people are involved in the counting and remitting of proceeds. Please provide name and address of nominated individuals:</i> |                   |
| <b>1. Name:</b>   |                   |
| <b>Address:</b>   |                   |
| <b>2. Name:</b>   |                   |
| <b>Address:</b>   |                   |

|  |              |                  |
|--|--------------|------------------|
| <b>Name of proposed event:</b>   |              |                  |
| <b>Date of Event:</b>  | <b>Time:</b> | <b>Location:</b> |
| <b>Address:</b>  |              |                  |
| <b>Description of proposed event:</b>  |              |                  |
| <b>How will the funds be raised?</b> (Please circle all applicable)<br><i>Corporate Sponsorship / Individual Sponsorship / Ticket Sales / Street Collection* / Raffle* / Auction / Sale of goods / Other (please provide details): _____</i> |              |                  |
| <i>*Any event involving collections from the public require an An Garda Síochána permit.</i>   |              |                  |
| <b>Expected Attendance (if applicable):</b>  |              |                  |
| <b>Are there other beneficiaries besides Diabetes Ireland?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  |              |                  |
| <b>If yes, Please provide details:</b>   |              |                  |