

## Fundraising Events in aid of CMRF

### Health, Safety and Legal Guidelines

While we are really appreciative of your support, CMRF cannot organise, supervise or host your fundraising activity. We will endeavour to assist you in any way we can, however we also cannot accept responsibility for any errors or omissions on your part.

#### Public Collections

You need a permit from the Gardaí to collect funds on the street or in a public place. While the owners of some private properties including pubs and shopping centres may allow collections onsite you should always check with the Gardaí on the need for a permit. Permits may take a few weeks or even months to obtain, so advance planning is necessary.

#### Raffles & Lotteries

Simple raffles at one-off events usually do not require a license but raffles involving tickets sold in advance may require one. Check with your local Garda station.

#### Health and Safety

You should ensure that your event is organised efficiently and safely. Ensure that participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected.

Always check if a hired venue has adequate safety procedures in place; trained first-aid personnel may be required particularly if outdoor venues are used.

Outdoor events may also require you to notify local authorities or to obtain special permissions. Risk assessment reports may be necessary when applying for permission.

#### Supervision

Ensure that your event is properly and adequately supervised. Where children are attending, this includes:

Providing proper adult supervision at all times in a safe and secure environment

Checking that the child's parents/guardians have given permission for their child to take part.

#### Insurance

Consider what insurance cover you need for your event. Owners of venues with public access should have adequate cover in place, but certain categories of events demand additional or specified insurance cover e.g. large scale outdoor events, adventure pursuits and may have age restrictions etc. Additional insurance coverage may have to be factored into your budget.

#### Fundraising materials and publicity

All of your fundraising communications should make it clear that you are fundraising **in aid** of CMRF rather than acting formally on behalf of the organization. You should always check with us before using our logo in promotional or publicity material.

If you are using imagery, please do ensure that you have the rights and permission to use same.

### **Transparency**

A breakdown of costs and income should be available if members of the public request these details.

### **Managing Money**

As the organiser, you are responsible for the financial management of your fundraising activity. We've outlined some guidelines that might help you with this:

- Collecting the money

Money can be collected in the form of cash or cheques (these should be made out to **CMRF Crumlin**)

Cash should be counted in a secure environment and held in a secure place until it is possible to bank it. Cash received should be counted and recorded by two individuals.

We recommend setting up a fundraising page on our website [www.cmf.org/](http://www.cmf.org/) for people who wish to make a donation by credit card. Alternatively, you can ask the person to call our fundraising team directly and the donation can be taken securely over the phone and attributed to your event.

No expenses can be incurred in the name of CMRF without express prior agreement in writing from CMRF.

CMRF will issue you with a receipt recording the amount of the donation after all funds have been remitted.

Once again, we would ask that you remit funds to us as soon as possible after your event, and within 30 days.

We'd like to give you a total amount raised from your event as soon as possible afterward so you can tell everyone who contributed that you've achieved your goal!

### **Data Protection**

During the course of your event you may get access to people's personal data on sponsorship cards, on letters or emails to you, or from event participants. After the event is complete you should destroy any lists with personal details you have made yourself, and return printed sponsor cards to CMRF where we will ensure they are processed and then destroyed securely.

If you are unsure about what you should and shouldn't do, especially where it comes to Child Protection, Data Protection, legalities or financial regulation, give us a call on 01-709 1700 and we'll be happy to guide you.