



## Fundraising Guidelines

Thank you for your interest in fundraising for Chronic Pain Ireland – your support is very much appreciated.

The following guidelines are for individuals, organisations and other groups that would like to hold an event benefiting Chronic Pain Ireland.

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 Agreement Form](#).

### **Fundraising Guidelines: prior to organising and conducting a fundraising event in the name of Chronic Pain Ireland, you must:**

- Complete the Fundraising Event Proposal Form and submit it to Chronic Pain 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).

### **Fundraising for Chronic Pain 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.
- Where minors are in attendance, ensure Garda Vetting Clearance is in place and that children playing and attending the event are supervised at all times
- Ensure consent is given for photographs taken on the day and that forms are signed and forwarded to CPI so that we may display on social media, websites or the associated press.
- Events involving collections from the public require a permit from your local An Garda Siochana 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.
- Where a cash donation bucket is provided by CPI, the tamper seal should remain closed until such time as supervised counting of monies collected is undertaken.
- 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 Chronic Pain Ireland.
- Approval to repeat an event must be requested each year from Chronic Pain Ireland.
- The fundraiser must not approach celebrities/high-profile people for support without prior approval unless you have a personal connection to them.

### **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 independent unrelated people are involved with the counting and remitting of proceeds.
- All net proceeds must be submitted to Chronic Pain 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 Chronic Pain Ireland names and logos:**

- In naming the event, Chronic Pain Ireland should not be used in the title, but rather as the beneficiary of the net proceeds. For example: 'Basketball Club Funday Scrimmage proceeds to Chronic Pain Ireland'.
- Prior approval must be sought from Chronic Pain Ireland for any printed materials, advertisements, media materials and releases associated with the event.
- Prior approval must be sought from us for any materials using Chronic Pain Ireland's logo. If approved, we will provide a high-resolution version of the logo. Please do not source it from other areas, including online, as the reproduction of the image could be visually weak.

**Cheque Handover:** Please be advised that Chronic Pain 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 CPI 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 a photo call and forward images as required.

**Electronic Transfer via Bank:** All details of our bank account can be found below:

BIC: AIBKIE2D

IBAN: IE73 AIBK 9334 0675 7550 27

BANK: AIB Georges Street, Dunlaoghaire, Co Dublin