

The Irish Cancer Society



FUND- RAISING EVENT

proposal form



cancer.ie **callsave 1850 60 60 60**

You can fill this form out online, go to cancer.ie/fundraise



Fundraising Terms & Conditions

Thank you for your interest in fundraising for the Irish Cancer Society - **we really appreciate your support.**

We want your fundraising to be an enjoyable experience as well as being safe and legal, so please read these terms and conditions before completing this form.

For advice on how to make your event a success please see our [Fundraising Guide](#).

And remember - we're here to help. If you need any further information we're just a phone call away on CallSave 1850 60 60 60.

Authority to fundraise for the Irish Cancer Society

Prior to organising and conducting a fundraising event in the name of the Irish Cancer Society, you must:

- Be 18 years or over (if under 18 years of age, you will need permission from a parent / guardian)
- Complete this form and submit it to the Irish Cancer Society at least 30 days prior to the event.

Please do not make any announcements or publicise the event until the Irish Cancer Society gives approval.

Fundraising for the Irish Cancer Society

- Activities must be conducted in accordance with all applicable laws.
- The Irish Cancer Society is happy to offer advice and guidance for coordinating your activity, however, the overall running of the event, including expenses, promotion, record keeping and management is ultimately your responsibility.
- Irish Cancer Society insurance cannot extend to volunteer events - we recommend you seek independent insurance advice.
- Please advise the Society of any changes to details provided in this form prior to the event.
- Before organising a public collection please contact your local Garda station for advice regarding necessary permits.
- If you are organising a raffle where tickets are to be sold to people other than your guests you should contact your local Garda station for advice.
- Door-to-door calls are only permissible if you know the residents and should be made during daylight hours.
- 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 the Society.

- Approval to repeat an event must be requested each year from the Irish Cancer Society.
- The sale of CDs, Books, Calendars and other similar items: Due to the number of requests we receive to support this type of initiative, we have adopted a policy whereby the fundraiser is solely responsible for the coordination and management of the project, including; distribution, sales, finance, publicity etc. If you wish to donate a portion of sales or royalties from the project, we are happy to provide our logo and can set up a link to your project's website and post information on our Facebook page.
- Raffle and Sale of Property: The Irish Cancer Society does not participate in or promote private property raffles or lotteries. If you are interested in running a raffle or lottery of private property, please visit <http://bit.ly/glact>
- PR and Marketing: We cannot provide direct PR and marketing support to your event however we are happy to provide media fact sheets about our work in your area. For more information see our [Fundraising Guide](#).

Cash Handling and Banking

- 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 Irish Cancer Society within 30 days of the conclusion of the event. See our [Fundraising Guide](#) for cash handling procedures and details of how to remit funds.

Use of Irish Cancer Society names and logos

- When naming your event please do not use any Irish Cancer Society brand name in the title, instead you can use our name as beneficiary of the net proceeds. For example: '(Event Name) to benefit the Irish Cancer Society'.
- Prior approval must be sought from the Irish Cancer Society for any printed materials, advertisements, media materials and releases associated with the event.
- Prior approval must be sought from the Irish Cancer Society for any materials using the Irish Cancer Society / Action Breast Cancer / Action Prostate Cancer / Cancer Research Ireland logo. If approved, we will provide a high resolution version of the logo - please do not copy it from other sources.

Fundraising Event Proposal Form

Please note:

Completing this form does not imply authorisation from the Irish Cancer Society to undertake this event on our behalf, when we have processed your form we will be in touch to authorise your event. Please print clearly in BLOCK letters and tick where appropriate.



Your Details

Contact Name: (Title)	(First Name)	(Surname)
Address:		
Telephone Number:		
E-mail:	Irish Cancer Society Supporter Number (if known):	
Name of group/company planning event (if applicable):		
Brief description of your group/company (if applicable):		

The Event

Name of proposed event:	
Brief Description of the event:	
Date of event:	Time:
Location of event:	
Expected Attendance (if applicable):	
Estimated Donation to the Society: €	

How will funds be raised?

<input type="radio"/> Sponsorship
<input type="radio"/> Ticket Sales (Proposed ticket price €_____)
<input type="radio"/> Street Collection*
<input type="radio"/> Raffle (If raffle tickets are to be sold to people other than your guests you should contact your local authority for advice)
<input type="radio"/> Other (please provide details): _____
<small>*Any event involving collections from the public requires an An Garda Siochana permit</small>

Has this event taken place for the Irish Cancer Society before?

If yes please give details:
How will you promote your event? (See our Fundraising Guide for suggestions)
Are there other beneficiaries besides the Irish Cancer Society?
If yes, how will the funds be divided?

Remember:

We want you to enjoy your fundraising activities and stay safe! The Irish Cancer Society can accept no liability for any loss, damage or injury caused during the event you undertake. The Society's insurance does not cover property or the property of your helpers and guests, nor does it cover your personal liability for any injury suffered by yourself or your event participants. You should seek independent insurance advice prior to organising your event.

Remember to use common sense when it comes to health and safety. Where food is involved, please take care and work to ensure safe preparation, storage and cooking. Please follow good hygiene practices.

Disclaimer:

The Fundraiser agrees to release the Irish Cancer Society to the fullest extent permissible under law for claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arise because of the negligence of the Irish Cancer Society or its agents.

The Irish Cancer Society reserves the right to terminate the agreement relating to an event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

Agreement and Signature:

- Yes, I have read the terms and conditions of the Irish Cancer Society and I agree to hold my fundraising event in accordance with them and all applicable laws.
- Yes, I agree the Irish Cancer Society will receive all revenue from the event within 30 days of the event.
- Yes, I agree that all publicity for the event must be approved by the Irish Cancer Society prior to release / publication.

Signature of applicant:

Print Name:

Date:

Signature of parent/guardian *(if applicant under 18 years of age)*:

Print Name:

Date:

The Irish Cancer Society would like to use your details to keep you up-to-date with our work. If you prefer not to receive any further communication from us please tick here

A huge THANK YOU for your support of the Irish Cancer Society. We will be in touch soon.



Please return completed form to:

FREEPOST F215
Irish Cancer Society
43/45 Northumberland Road
Dublin 4

E-mail: fundraising@irishcancer.ie

Fax: 01 2310 555

To contact a member of our Fundraising team, CallSave 1850 60 60 60

For Office Use Only

Contacted by Community Fundraiser:

Date:

Event Approved: Yes No

Materials Requested: Yes No

Specific Campaign:

Rep @ Event: Yes No

Cheq Presentation: Yes No

**The money you raise
makes a difference
to people with cancer
and their families.**

Thank you.