



Fundraising Agreement

Guidelines for Participation or Organisation of a Fundraising Event

Thank you for your interest in fundraising for the Julian Benson Cystic Fibrosis Foundation. Your support is very much appreciated. We want your fundraising to be an enjoyable experience as well as being safe and legal, so please read these guidelines before participating in any event, in which you are raising funds for the Julian Benson CF Foundation.

PARTICIPATING IN A 3rd PARTY ORGANISED EVENT

In participating in an event in which you will raise funds for the Julian Benson CF Foundation, the following guidelines apply:

1. You must be 18 years or over (if under 18, permission from a parent/guardian will need to be arranged and communicated to our office).
2. You agree to participate in the event at your own risk.
3. We are happy to offer assistance, advice and guidance for your participation, however, where the overall event is organised by a 3rd party (e.g. VHI Women's Mini-Marathon), that 3rd party is responsible for all organisational and safety aspects of the event. JBCFF can accept no responsibility for injury or loss that may occur as a result of participating in a 3rd party event.

ORGANISING YOUR OWN FUNDRAISING EVENT(S)

During your fundraising, either as a participant in a 3rd party event or for your own fundraising efforts, you may wish to organise a fundraising event or events.

Examples include: Coffee Morning, Gala Ball, Bike Race, Raffle, Auction, Dance-a-Thon, Funny Jumper Day, Concert, Table Quiz, Sports Event etc.

When organising your own fundraising activities we require you to complete our **FUNDRAISING EVENT PROPOSAL FORM** and submit to our offices for approval in advance of your event.

1. All fundraising events must be undertaken and conducted in accordance with all applicable laws.
2. All due diligence must be taken by you, to ensure that you and the people attending or participating with you, do so in a safe and secure environment, where potential risks have been assessed and negated where possible. We cannot accept responsibility for any injuries, errors or omissions on your part.
3. Whilst we are happy to offer advice and guidance to assist you with your event, the overall planning, running and executing of the event, including any sales, expenses incurred, record keeping and management is ultimately the fundraiser's responsibility.
4. It is advised that a fundraiser secures their own insurance or checks with any hired or associated venue if the event is covered under their insurance. We regret that our insurance cannot extend to volunteer events.

Registered Charity Address: 26 Upper Pembroke Street, Dublin 2, Republic of Ireland.

Directors: Julian Benson, Sarah McKenna, Eoghan McDermott.

Trustees: Julian Benson, Sarah McKenna, Eoghan McDermott, Aisling Hurley, Derek McGrath

Telephone: + 353 1 676 4377 | Email: info@jbcff.com | Website: www.jbcff.com

Registered Charity Number: 20201626 | CRO Number: 629268 | Tax Number: 3595784QH | CHY Number: 22298

5. If you plan to solicit contributions, sponsorship or in-kind gifts from businesses in your fundraising efforts, please provide us with a list of potential partners for review and approval prior to approaching. A list of goods and services donated by companies should be submitted when making final remittance to JBCFF.
6. Any relevant licences required for outdoor fundraising, ticket sales, public collections, door-to-door activities are the sole responsibility of the fundraiser. Please be aware of some of the following before undertaking such events:
 - Simple raffles and one-off events usually do not require a licence, but raffles involving tickets sold in advance or to people other than your guests may require one. Check with your local Garda station.
 - Any fundraising conducted in the public arena will require a permit from An Garda Síochána e.g. on the street or in a public place. While the owners of some private properties including pubs, shopping centres and sports grounds may allow collections onsite, you should also check with An Garda Síochána on the need for a permit. Permits may take a few weeks or even months to obtain, so advance planning is vital.
 - Door-to-door calls are only permissible if you know the residents and should only be made during daylight hours.
 - All lotteries must comply with the law.

FUNDRAISING MATERIALS & PUBLICITY

1. All of your fundraising communications should make it clear that you are fundraising *in aid of* JBCFF, rather than acting formally on behalf of the organisation.
2. In naming the event, Julian Benson or the Julian Benson CF Foundation, should not be used in the title, but *as beneficiary* of the net proceeds. e.g. 'Name of Your Event in aid of Julian Benson CF Foundation' or 'Event Name, proceeds in aid of JBCFF'.
3. If materials have been provided to you by our office, you may use these. If you would like to use our logo, please apply for permission to do so, unless provided in your fundraising pack. We will provide you with a high resolution version of the logo. Please do not copy it from other sources and please do not alter the colouring or fonts in any way.
4. When seeking publicity for your event, the fundraiser should not approach any celebrity, influencer or press/media direct or agency to request support, coverage, interview, airtime or other such exposure, without prior approval from JBCFF.
5. Please ensure you have obtained any necessary rights to use any images or publicity material.

SUPERVISION & CARE OF CHILDREN

A duty of care must be taken when undertaking any fundraising activity in which children are participating, spectating or are present. It is the fundraiser's responsibility to ensure that the event is adequately supervised. Where children are attending, this includes:

- Providing adult supervision and/or chaperones at all times in a safe and secure environment
- Obtaining any necessary permissions from the parent/guardian
- Arranging Garda Clearance for any adult working with children

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MANAGING MONEY

1. For the purpose of transparency, a breakdown of costs incurred and all incomes should be available if members of the public request these details at any point.
2. As the organiser, you are responsible for the financial management of the fundraising activity.
3. To comply with auditor requirements and to preserve the integrity of the organiser, it is required that cash is counted in a secure environment and that at least two people are involved with the counting and remitting of proceeds.
4. Donations can be accepted by cheque, bank transfer or if any donor wishes to donate by credit card, we recommend one of the following:
 - i) That you set up a fundraising page of your own, with an established and renowned body, such as 'gofundme' or 'everydayhero'.
 - ii) That the donor is directed to our website to make an online donation via our 'stripe' platform.
 - iii) For large donations, you may supply a donor with our Bank Details to arrange a bank transfer.
5. All net proceeds must be submitted to JBCFF within 30 days of the conclusion of the the event. (note: this requirement is also necessary to comply with collections held under An Garda Siochana permits).
6. All proceeds remitted must be accompanied by an authorisation letter from the fundraiser.
7. Please do not send any cash through the post.
8. JBCFF can provide charity receipts if requested from a donor. Please provide us with a list including name, address, telephone number, email and donation amount. We will endeavour to provide these in a timely manner. (Please ensure you have written permission to share their personal details with us).
9. JBCFF will provide you with a receipt or certification recording the amount of the donation after all the funds have been remitted, so you can share your goodwill news to those to helped you.

CHEQUE HANDOVER

Please be advised that JBCFF has strict guidelines in relation to cheque handovers. In accordance with good governance and accountability, it is not always possible for a JBCFF representative to officiate at a cheque handover. We are however, always happy to accommodate cheque handovers at our Dublin office and where possible, we will arrange a photocall. Please note, Julian Benson may not necessarily be the person to officiate and a different representative of the Foundation may be present instead.

DATA PROTECTION

During the course of your event, you may gain access to people's personal data on sponsorship cards, donation envelopes, letters or emails to you. After the event is complete, to comply with Data Protection Regulations, you should destroy any lists with personal details you have made yourself and return printed sponsor cards to JBCFF, where we will ensure they are processed and destroyed securely. Please refer to our Privacy Policy on our website.

IF YOU ARE UNSURE ABOUT WHAT TO DO, ESPECIALLY WHERE IT COMES TO CHILD PROTECTION, DATA PROTECTION, LEGALITIES OR FINANCIAL REGULATION, PLEASE EMAIL OUR OFFICE ON INFO@JBCFF.COM AND WE'LL BE HAPPY TO GUIDE YOU.

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