

Fundraising Guidelines





FUNDRAISING GUIDELINES

Thank you for your interest in supporting the work that we do at Cork ARC Cancer Support House, we are delighted that you have chosen to fundraise on our behalf. We want to ensure your fundraiser is a success and that it is an enjoyable experience for you. Please take a moment to read through our guidelines, to insure that your event is both safe and in line with our fundraising principles, before completing our Fundraising Event Proposal Form.

A fundraising event or initiative hosted by an individual or group in the community to benefit Cork ARC Cancer Support House should always keep in mind our mission, vision and values and should not include any aspect that would potentially detract from these important standards and compromise Cork ARC Cancer Support House's positive reputation and community goodwill. Cork ARC reserves the right to opt out of any event at any time with no obligation where there is a breach of our policies.

We would like to assure you that all funds received by Cork ARC are used directly for the provision of cancer support services for our visitors and we welcome the establishment of the Charity Regulatory Authority and the enactment of the Charities Act 2009 which is ensuring greater accountability for charities, increasing transparency and enhancing public trust and confidence in charities.



PERMISSION

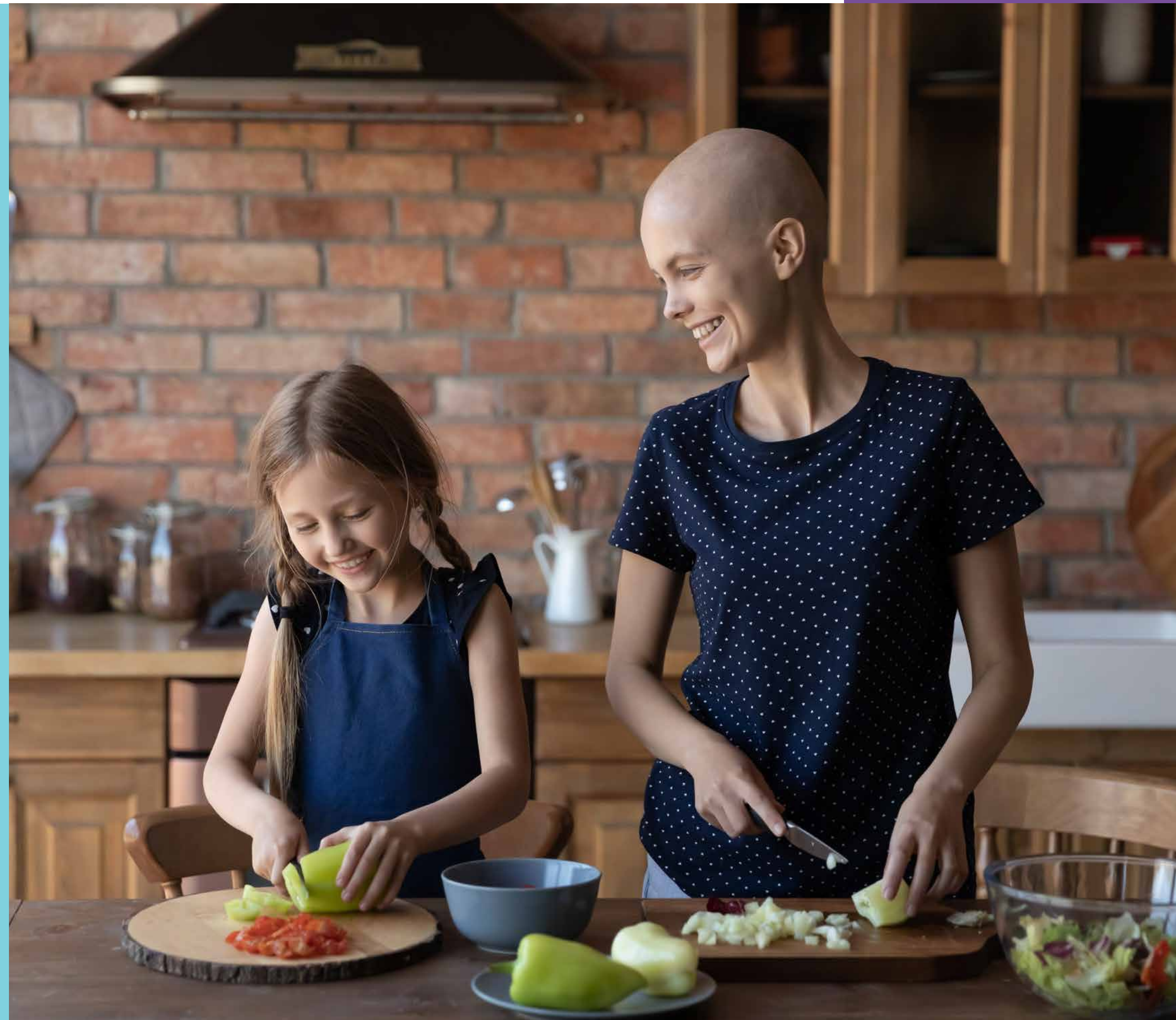
Fundraising initiatives must be approved and sanctioned by Cork ARC Cancer Support House and must be re-approved each year if an event becomes an annual fundraiser. Our Fundraising Event Proposal Form must be completed and signed before your event is approved.

INSURANCE

Fundraisers must ensure they have the relevant insurance and indemnity that is necessary for their fundraiser. Unfortunately, our insurance policy does not cover events organised by third party fundraisers. Please send a copy of your event insurance policy to the Fundraising Team in Cork ARC.

FINANCIALS

- Community fundraisers, projects and events must be financially self-sustaining without any financial contribution or financial risk from Cork ARC Cancer Support House.
- For security purposes, any representative of Cork ARC attending an event will not be in a position to take cash funds directly from the event.
- For compliance and to protect the integrity of the organiser, it is necessary for at least two people to be involved with counting and remitting of proceeds. Any amount over €200 received in cash by Cork ARC will be counted by two representatives of ARC before a receipt is issued.
- All net proceeds must be submitted to Cork ARC Cancer Support House within 30 days of the conclusion of the event along with a full financial breakdown of money received and costs paid out. This requirement is also necessary to comply with collections held under An Garda Síochána permits.
- Supporters can be issued with individual receipts where we receive a list including; name, address, telephone number, e-mail and donation amount.
- Please do not send cash through the post.



GUIDELINES FOR COMMUNITY FUNDRAISING IN AID OF CORK ARC CANCER SUPPORT HOUSE

- Community fundraisers, projects and events must be carried out in accordance with all applicable laws.
- All fundraisers, projects and events must adhere to COVID-19 restrictions and abide by current public health advice.
- Raffle tickets sold outside of an event require a lottery permit, more information is available from your local authority.
- All printed materials, advertising, tickets, press releases etc. must be approved by Cork ARC.
- Cork ARC Cancer Support House may be used as the beneficiary name of the net proceeds of your event, e.g., Event Name in aid of Cork ARC
- If you plan to seek 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 should be submitted when making final your remittance to Cork ARC.
- Public collections require an An Garda Siochana permit which must be attained through Cork ARC.
- Gifts and donations requested using Cork ARC's name must be accompanied by a letter of authorisation from Cork ARC.
- Please inform Cork ARC before making any reservations using Cork ARC's name, i.e., hotels, celebrities, models for fashion shows etc.
- Where all of the proceeds of an event are not going to Cork ARC, this should be made clear in the language used promoting the event and at the event.
- Good fundraising practice guides Cork ARC in advising that no event should cost more than 50% of the total income, we strongly encourage our event co-ordinators to keep event costs lower than this.



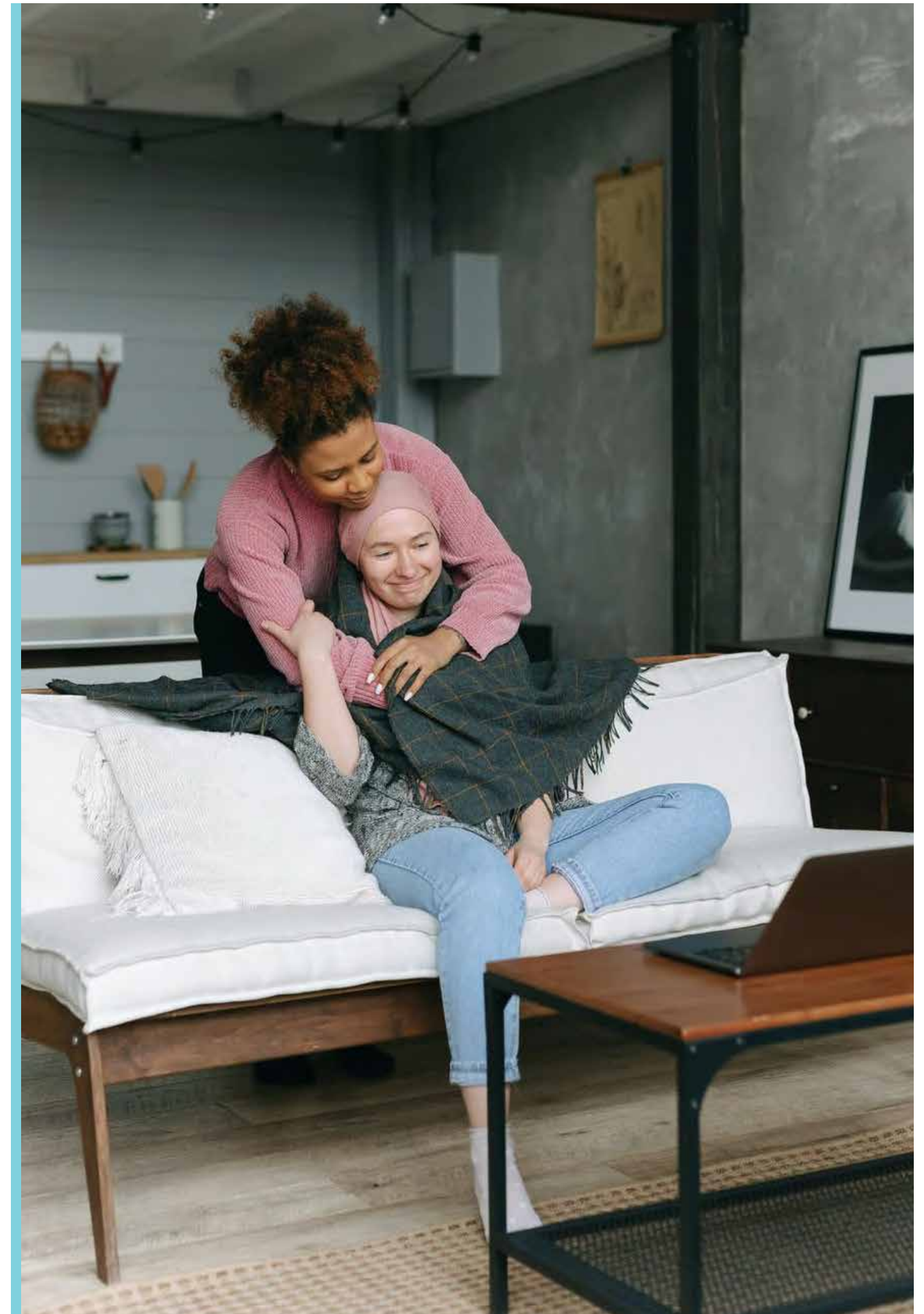
CORK ARC CAN

- Offer advice and guidance on event planning.
- Provide a Cork ARC banner for your event.
- Promote your event within the house, using social media and on local radio websites.
- Provide a letter of authorisation to request spot prizes from businesses, all donations must be registered with Cork ARC and include a contact, business name and address.
- Provide sponsorship cards, t-shirts, leaflets, posters and buckets.
- Where possible, have a representative of Cork ARC present at your event or cheque presentation.
- List your event on the News page of our website.
- Provide pre-recorded footage of Cork ARC on DVD.
- Provide a high resolution Cork ARC logo for promotional material (please do not copy logo from other sources)



CORK ARC CANNOT

- Provide visitor, volunteer or employee mailing lists.
- Be responsible for any expenses incurred by your event.
- Be responsible for securing sponsorship or prizes for your event.
- Provide funding for your event.
- Be responsible for selling tickets for your event
- Guarantee visitor, volunteer or employee attendance at your event.



We are here to help you and ensure you have a good experience of fundraising for Cork ARC Cancer Support House. We wish you every success with your event, we could not do what we do without your support.

If you need any further information, please do give us a call on 021 427 5050





Fundraising Guidelines

Cork Arc

021 427 5050

fundraising@corkcancersupport.ie