

# FUND- RAISING TOOLKIT



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FUNDRAISING EVENT FORM

# 1

## SO YOU'VE DECIDED TO DO AN EVENT!

**FIRST OF ALL A BIG THANK YOU! We are delighted that you are undertaking to raise much needed funds for us and very much appreciate your commitment.**

**Your efforts will be a valuable source of much needed income. Best of luck with your fundraising!**



## RAISING FUNDS FOR THE HOSPICE - SOME TIPS

**If you are thinking of organising an event or sponsored activity, the first thing you need to do is give us a call on 01 4911072 (for Harold's Cross) or 01 2064043 (for Blackrock Hospice) and we will discuss your plans and arrange to meet you as appropriate.**

### 1. SPONSORED ACTIVITY

For sponsored activities, just choose what event /activity you are going to do for sponsorship. Some of the most popular choices are, Cycles, Runs, Walks, Head Shaves, but the list is potentially endless! Do what suits you (and any others that you are planning to persuade to join you) and the time of the year that you are planning the sponsored activity

**Hint:** Let everyone know! Don't forget you can also raise money online via [mycharity.ie](http://mycharity.ie) so let your friends know by text, email, Facebook and Twitter. You'll be pleasantly surprised at the response.

### 2. HOLDING AN EVENT

- First of all decide on what kind of event you want to run and talk to one of the **fundraising team**? What is your main interest and what potential contacts or assistance can you draw on?
- Put together your plan of action!
- Choose your venue and make sure it's the right size and has the best facilities for your event. Check out the licencing requirements, if appropriate
- Decide on the date and make sure you have enough time to organise everything.
- Think about what you will need, eg water, drink, food, music, decorations.
- Draw up a budget. Be realistic and write down all costs no matter how small. It all adds up. Better to know early on if costs running higher than expected so that you can either scale back or find new suppliers. Costs should usually be less than 30% of the planned return. List all the expenses eg rental of a location, invitation/ticket printing, food and drink (including corkage), insurance, band/ disco, transport, etc.
- Be realistic about how much you can do by yourself and try to get help from reliable family members and friends. **Reliability** is key!
- Make a timetable and allocate tasks and ensure that they are completed by a specified date. Meet regularly and keep a record of your progress.
- Look at other ways to make money eg a raffle/auction during the event.
- Make a list of everything that you will need for the event: refreshments, raffle tickets, chairs, tables, PA system, cash box, cash float for change. Decorations, balloons, etc.

- Spread the word! No one will go to your wonderful event if they don't know about it. Use Facebook, Twitter, posters, local press, text, email etc with details of when, where and why the event is on.
- Word of mouth is the best form of advertising and use all your social contacts, friends, family to promote your event.
- Call the week before to confirm suppliers and volunteers. Ensure everyone knows to give you plenty of notice if they can't help you.
- Work out a schedule for the night!
- Have a contingency plan in mind should less or more people turn up than expected. Have you enough help on the night to manage?

### 3. ON THE DAY

Make sure you allow enough time to set up and clear up afterwards if needed.

Make sure that organisers are wearing distinguishable identifications. We can supply hi vis overalls and tee shirts as required

Relax and enjoy all your hard work for a great cause!

Take photographs of all important things including special guests, banners, activities, etc.

Thank everyone involved, sponsors, prize donors and volunteers by phone or with a personal note. Hopefully they'll help you out again next year!

# 2

## HOW WE CAN HELP...



**ONCE YOU CALL THE FUNDRAISING TEAM ON 01-4911072 (HAROLDS CROSS) OR 01- 2064043 (BLACKROCK), WE WILL ARRANGE TO MEET WITH YOU AND DISCUSS YOUR PLANS**

**A team member will be assigned as your key contact for the duration of your event**

**We can help you with sponsorship cards, t-shirts, posters, collection buckets applying for Garda permits, and publicising your event via our website, facebook and twitter accounts.**

**Our Lady's Hospice & Care Services is committed to compliance to the Statement of Guiding Principles of Fundraising, and we will work with you as organiser/s to ensure best fundraising practice, in keeping with the mission and ethos of Our Lady's Hospice & Care Services**

**If possible a hospice representative will attend your event. We love to meet our supporters and acknowledge their hard work on our behalf, but please give our small team plenty of notice and we'll do our best to be there. If we can't make it, we can still meet up with you for a cheque presentation and a photo.**



**☎ 01 491 1072**  
**☎ 01 206 4043**



## ACKNOWLEDGEMENT

We recognise how important it is to acknowledge and thank those who freely give of their time raising much needed funds. We undertake to acknowledge receipt of funds within five working days and to assist organisers in follow up thank yous to sponsors and supporters.

## COMPLAINTS

In the event you have a complaint, please direct this to the Head of Fundraising, Our Lady's Hospice & Care Services, Harold's Cross, Dublin 6w. If you are not satisfied that your grievance has been resolved, your complaint should then be directed to the CEO of Our Lady's Hospice & Care Services.





# 3

## ABOUT OUR LADY'S HOSPICE AND CARE SERVICES

You may have some personal knowledge of the Hospice but even if you haven't you can still be a great Ambassador for our work. Below are a few facts and figures.

Our Lady's Hospice & Care Services, was founded in Harold's Cross in 1879 by the Religious Sisters of Charity. Blackrock Hospice was opened in 2003 under the management of Our Lady's Hospice & Care Services.

We provide three specialist services: Palliative Care (in hospice; Day Hospice & Specialist Community Palliative Home Care in Harold's Cross and Blackrock); Gerontology and Rheumatology Rehabilitation (in Harold's Cross).



### OUR MISSION

Our Lady's Hospice & Care Services, founded by the Sisters of Charity in 1879, continues their Mission through providing with loving care high quality, person-centred health and social care services in the Hospice and in the Community.

#### IN 2011

There were 728 admissions to our Palliative Care Units in Harold's Cross and Blackrock

Our Hospice Community Palliative Care teams made over 11,000 visits to people in their homes

We had approximately 2,300 attendances to our Day Hospice service

Anna Gaynor House, our 100 bedded long term care facility in Harold's Cross operated to capacity, including 30 beds dedicated to level 2 palliative care

There were over 1,300 in patient and day case attendances to our Rheumatology Rehabilitation unit in Harold's Cross

There were 337 attendances in our Community Rehabilitation unit in Harold's Cross

### AND WHY YOUR FUNDS ARE IMPORTANT TO US:

Our Lady's Hospice & Care Services is funded by the Health Service Executive, however our budgets have been reduced by 16.5% since 2008, while at the same time we have seen an increase in demand for our services.

To ensure we can provide a high standard of care for the people who use our services, we need to raise €2 million annually from donations, fundraising and bequests.

We also need to look to the future and plans are already under way to redevelop our Palliative Care Unit and the old nightingale wards in Harold's Cross and our long term aim is to increase to double the number of beds in Blackrock Hospice from 12 to 24.

- Every donation helps us to continue our vital work for our patients and their loved ones, now more than ever.
- Maintain our high standard of services to all in our care
- Keep our staff despite deep and ongoing cuts in government funding
- Handle the increase in patient numbers

# 4

## DO'S AND DON'TS

PLEASE BE SURE TO READ  
THE TERMS AND CONDITIONS.



### BE SAFE AND BE LEGAL

Most events go off safely and without a hitch but it is important, to ensure your own safety and that of your participants, to read below carefully and if necessary discuss with us any queries you might have.

### PUBLIC COLLECTIONS

You will need a Garda permit for a public collection and also permission from the collection venue eg. a supermarket. If selling a small token such as a charity pin, or providing a service such as bag packing; a Garda permit is not necessary but remember you will still need permission from your venue.

### RAFFLE

Small raffles held as part of a larger event are fine as long as ticket sales and the announcement of results take place during the event and there are no cash prizes. If selling tickets outside of an event – a permit will be required.

Please allow plenty of notice when applying for any Garda permit and allow 4-6 weeks for processing from the Gardai.

### UNDER 18

All children participating or assisting in an event must be under adult supervision at all times. If organising an event and under 18 you must have permission from your parent or guardian.

### INSURANCE

Our Lady's Hospice & Care Services does not carry insurance for outside events not organised by Our Lady's Hospice. It is your responsibility in full to ensure that your fundraising event carries adequate insurances for the activities planned. Most venues with public access will carry their own third party insurance.

### USE OF LOGO

Our Lady's Hospice & Care Services reserves the right over all logos and branding. Please seek permission from the Fundraising department for use of any logos.

### CASH HANDLING AND RETURNING FUNDS

Please remember your own personal security when counting funds and have at least two unrelated people to count money at the end of your event which can then be lodged to our account – check with Fundraising office for account details. For audit purposes, please lodge funds or return cheque(s) within 10 days of the event – even if you are still waiting for further donations. Cash/funds should not be handed to a fundraising staff member on the day of the event unless by prior arrangement. Please ensure to keep a record of all money transactions

### DONATIONS

It is your responsibility as organiser to disclose the percentage or amount of proceeds being donated to Our Lady's Hospice & Care Services



THANK YOU!



# FUNDRAISING EVENT FORM

(Please ensure to complete and sign this form for us before or after meeting with us)



## KEY CONTACT

Title \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## ALTERNATIVE CONTACT

Title \_\_\_\_\_

First name \_\_\_\_\_

Surname \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## ABOUT THE EVENT

Name of group/club/company which is planning event (if applicable) \_\_\_\_\_  
\_\_\_\_\_

Is there a reason why you chose to fundraise for the Hospice? \_\_\_\_\_  
\_\_\_\_\_

Name of proposed event \_\_\_\_\_  
\_\_\_\_\_

Describe the event \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Expected Donation: € \_\_\_\_\_  
\_\_\_\_\_

## HOW WILL FUNDS BE RAISED?

Ticket Sales – Proposed price per ticket € \_\_\_\_\_

Street Collection  
(NB public collections require Garda permit) \_\_\_\_\_

Raffle  
(NB if tickets sold outside of your event – see Garda station for permit) \_\_\_\_\_

Other (please provide details) \_\_\_\_\_  
\_\_\_\_\_

## WHAT RESOURCES DO YOU NEED?

T-shirts: Small Medium Large \_\_\_\_\_

Collection Buckets: Amount \_\_\_\_\_

Sponsorship Cards: Amount \_\_\_\_\_

Posters: Amount \_\_\_\_\_

Letter of authorisation: Yes No \_\_\_\_\_

Hospice Representative required: Yes No \_\_\_\_\_

Cheque Presentation: Yes No \_\_\_\_\_

Date & Time of Cheque Presentation: \_\_\_\_\_

## REMEMBER:

We want you and all your participants to enjoy your event but remember to stay safe. Ensure your venue is safe and outdoor venues should have appropriate first aid if required. Our Lady's Hospice & Care Services insurance does not cover volunteer run events so you should seek independent insurance advice prior to organising your event. Participants of high risks sports will need to source their own personal insurance. See safefood.ie for good hygiene practice in the preparation, storage and cooking of food.

## DISCLAIMER:

I as Organiser on behalf of our fundraising committee agrees to release Our Lady's Hospice & Care Services 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 of injury occurring to Any person, except where such liability arise because of the negligence of Our Lady's Hospice & Care Services or its agents. I have read all terms and conditions and agree to hold my fundraising event in accordance with them and all applicable laws. I agree that all funds raised will be returned to Our Lady's Hospice within 10 days of the event.

I understand that I am taking part in the event (name of event) \_\_\_\_\_  
(date of event) \_\_\_\_\_ entirely at my own risk and will not be covered for any injuries or losses that I may incur through taking part.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

