

# Our Lady's Hospice & Care Services Fundraising Toolkit



Respite  
Rehabilitation  
Reassurance

Harold's Cross  
Blackrock  
Wicklow



## A Fun Way to Help

# Make a real difference

## Why your funds are important to us

When you hold a fundraising event or do a fundraising challenge for Our Lady's Hospice & Care Services you are raising funds to support our mission to provide, high quality, person centred care. As Ireland's largest specialist palliative care provider for over 145 years, we have taken a holistic approach to end of life care, as well as across our services in our extended care unit, our community rehabilitation unit and in our Rheumatology and bereavement services, looking to the needs of both our patients and their families across our catchment area of over 1 million people in Dublin & Wicklow.

## Your Money

By supporting one of the Hospice's in Harold's Cross, Blackrock, or Wicklow, your support will be allocated to this site based on a need as identified by the Public Fundraising & Expenditure Committee - funds will be used where the need is greatest.



**Every day our staff and volunteers uphold our core values of human dignity, compassion, justice, quality and advocacy. Every day we work with patients in our facilities and in their homes to help them achieve their best quality of life.**

# The impact of our work

I'm lucky, I get to see the value of your compassion every day.

And it astonishes me that our wonderful building and so many crucial pieces of equipment are funded by donations from people just like you.



**Ciara Taylor**  
Interim Clinical Nurse Manager  
Wicklow Hospice



**Kieran Cotter**  
was a patient in Blackrock Hospice

Kieran Cotter's wish came true when 'Tom and Ted' paid a visit outside his room in Blackrock Hospice.

Kieran loves Alpacas and thanks to 'Joe from K2 Alpacas' family, friends and the team in Blackrock, who made this extra special wish a reality.

The hospice have been life-changing for me. And it's not just about care, it's about the staff.

Ailish, my wonder nurse, might ask me how I am and I'll say, 'I'm OK'. But she'll look me in the eye and say, 'I know you're in pain, Ger'. She knows me.



**Ger Kelly**  
Blackrock Hospice Patient

# Getting Started

## 1 Set up an online fundraising page

Scan the QR code or visit [justgiving.com](https://justgiving.com) or [idonate](https://idonate.com) to set up your online fundraising page today. Share it with everyone you know and get your friends, family, and colleagues involved. You can also request a sponsorship card by emailing [fundraising@olh.ie](mailto:fundraising@olh.ie)



## 2 Tell all your friends, family & colleagues




Ask everyone you know to contribute, every little bit helps! The online fundraising page is your best tool here, and we can also send you fundraising materials and sponsorship cards if needed.

## 3 Plan your fundraising events

There are lots of options to choose from. Whether its a bake sale, table quizzes, 5-a-side-football tournaments to sponsored silences! Check out our A-Z list to give you some ideas.

## 4 Promote your event

To ensure maximum visibility for your event, utilise posters, social media, emails, and local media for promotion. Feel free to tag us in your social media posts for additional promotion support. We are always happy to help spread the word.

 @ourladyshospice  @olhospice  @ourladyshospice

## 5 Let us know how we can help

We are always available to help you with any ideas or advice you may need. We can also provide posters and t-shirts to support your event.

# Fundraising Ideas



**Hikes**



**Coffee Mornings**



**Darts Events**



**Sponsored Cycles**



**Head Shaves**



**Golf Events**

# Fundraising ideas A-Z

- Afternoon tea
- Art exhibition/sale
- Auction
- Bag Pack
- Bake sale
- Barbeque
- Beard shaving
- Bingo
- Book sale
- Cake sale
- Car wash
- Christmas lights
- Casino night
- Coffee morning
- Dance-a-thon
- Darts Tournament
- Dip/Swim
- Exercise bike marathon
- Film screening
- Five-a-side football Event
- Fun Run
- Golf Classic
- Good as new sale
- Head shave
- Hike for Hospice
- Indoor/virtual games night
- Jigsaw puzzle challenge
- Jumble sale
- Karaoke evening
- Leg Waxing
- Matched giving from companies
- Mini Olympics
- Mountain climbing
- Open Mic Night
- Penalty Shootout
- Quiz Night
- Read-a-thon
- Sky Dive
- Sports Day
- Teddy Bear Picnic
- Treasure Hunt
- Uniform Free Day
- Variety Show
- Wedding Gifts
- Zumba-thon



# Fundraising guidelines

- Prior approval to fundraise in aid of Our Lady's Hospice & Care Services is required. Our Lady's Hospice & Care Services reserves the right to withhold the use of its name and logo from any event it feels is inappropriate.
- Our Lady's Hospice & Care Services must approve all promotional/advertising materials featuring Our Lady's Hospice & Care Services name and logo and our logo cannot be altered in any way.
- All promotional material must state your event is "in support" of Our Lady's Hospice & Care Services and not an official Our Lady's Hospice & Care services event.
- Activities must be conducted in accordance with all applicable laws.
- All events must be compatible with Our Lady's Hospice & Care Services mission, vision, and values For more details see: <https://olh.ie/about-us/mission-and-values/>
- Before organising a public collection please contact your local Garda station for advice regarding necessary permits.
- Our Lady's Hospice & Care Services insurance cannot extend to volunteer events-we recommend you seek independent insurance advice.
- To comply with auditor requirements and to ensure the integrity of the organiser, it is required that at least two people are involved with the counting and remitting of proceeds.
- All funds raised must be sent to Our Lady's Hospice & Care Services within 30 days of the conclusion of the event. Collection buckets must remain sealed and returned to us for counting post event.

## Remember

We want you and your participants to enjoy your event but to also 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 advise prior to organising your event. Participants of high risk sports will need to source their own personal insurance.

# After your event

We ask that you collect your money and send it in to us as soon as possible, so we can put it to good work.

## Ways to bank:

- Donate online through your fundraising page. Money raised on justgiving.ie or idonate will come directly to us – you don't need to transfer those funds.
- Call us on 01 491 1072
- Lodgement or Bank transfer – make sure you reference your name and the name of the event.

Bank of Ireland

IBAN: IE62 BOFI 9002 5223 5033 21

BIC: BOFIE2D

## Tag us in your photos

We would love to see some photos of how your event went, and share some of them on our website and social media channels.





# Event Form

## Key Contact

Title: ..... Firstname : ..... Surname: .....

Address:.....  
.....  
.....

Telephone: ..... Email: .....

## About the event

Name of group/company which is planning the event: .....

Reason for your support: .....

Name of proposed event: .....

Date: ..... Time: ..... Location: .....

### What do you need?

T-Shirts: S  M  L

Collection Buckets

Sponsorship cards

Posters

Letter of Authorisation

### How will funds be raised

Ticket sales - proposed price per ticket €

Street collection  *Requires Garda Permit*

Raffle  *Tickets sold outside event require Garda Permit*

Other please specify .....

## Disclaimer

I as organiser on behalf of our fundraising committee agree to release Our Lady's Hospice and 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 the 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 & Care Services within 30 days of the event.

Your privacy is of the utmost importance to us. We'd like to keep in touch with you about future campaigns and events that may be of interest to you . If you'd prefer to hear from us by post, please tick:  I'm happy to hear from you by email – please tick  I'm happy for you to contact me by phone and mobile – please tick  Please refer to our privacy policy <https://olh.ie/data-protection-privacy-notice/>

I understand that I am taking part in (name the event).....date of the 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.....



*If you need any help with fundraising ideas or support, please do not hesitate to contact us! We are here to help!*

**Emily Barton**  
*Senior Manager – Public Fundraising*

### Harold's Cross Hospice

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D6W RY72  
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### Blackrock Hospice

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### Wicklow Hospice

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Follow us on social media



Visit: [www.olh.ie](http://www.olh.ie)