



## **Community Fundraising on behalf of Aware**

### **Governance – Terms & Conditions**

**Updated: March '21**

#### **Application and Authority**

You might want to organise a fundraising event of your own based around your own skills and hobbies to help support Aware's vital services. If so we'd like to hear from you. Please take note of the below requirements:

#### **You must:**

1. Complete the online application form prior to the event. If you cannot access the online form please contact [fundraising@aware.ie](mailto:fundraising@aware.ie)
2. Be 18 years or over (if under 18 years of age, you will need permission from a parent / guardian)
3. Please do not advertise this event until you have received approval from Aware.
4. You must have the appropriate insurance and permissions for any large scale events.
5. Please note our Registered Charity Number: 20013189, and include it in all correspondence regarding your event.
6. A copy of our complaints policy is available on our website <https://www.aware.ie/about/complaints-policy>

Any events held on public roads should be appropriately marshalled, with health and safety a number one priority. Aware will not take responsibility for any incidents at events run by third parties.

#### **Responsibilities of Fundraisers:**

Fundraisers must be trustworthy and conduct themselves at all times with integrity and honesty and should act openly and in such a manner as to ensure that donors are not misled. In line with the guidelines published by the Charity Regulator, fundraisers should:

1. Ensure that their actions enhance the charitable purpose and reputation of the charity that they represent.
2. Disclose if they are employees of the charity or third party agents.
3. Be able to state the purpose for which funds being collected will be used.
4. Have a general knowledge about the aims and objectives of the charity and be able to inform donors of where they can find supplementary information.
5. Not knowingly or recklessly disseminate false or misleading information in the course of their professional duties, nor permit others to do so.
6. Not unreasonably intrude on the privacy of those from whom donations are being solicited.
7. Not make unreasonably persistent approaches nor exert undue pressure on people to make donations to the charity concerned.
8. Not act in a manner inconsistent with these Guidelines, or cause or permit others to do so.

9. Not exploit any relationship with a donor, volunteer or employee for personal benefit or misuse their position for personal gain.
10. Comply with all legal requirements which relate to their activities and advocate adherence to these within the organisation which employs them or for which they volunteer.

Please visit <https://www.charitiesregulator.ie/media/1265/guidance-for-fundraising-english.pdf> to read the complete guidelines.

### **Use of Aware name and logo**

1. The name of your event must not have Aware in the title. The event may only use the Aware name & logo to advise that the event will benefit Aware. To this end Aware are only a beneficiary of the event. For example "Title of Event" in aid of Aware.
2. Prior approval must be obtained from Aware with regards to any printed materials, media publications or advertisements associated with the event.
3. You must contact Aware prior to the event to gain approval for the use of the Aware Logo. If approval is given by Aware we will provide the appropriate version of the logo. Please note that our logo must not be copied from other sources. Aware will sign off on any materials carrying the logo before it goes to print.

### **General Community Fundraising Guidelines:**

1. Every fundraising event must be run in accordance with all applicable laws. It is the sole responsibility of the Event Organiser(s) to ensure that the event complies with all respects of the law and with the applicable requirements of Aware.
2. Approval to repeat an event must be requested from Aware.
3. Aware will assist with your event only by way of offering advice and guidance. The overall running of the event, including expenses, promotion, insurance, record-keeping and management is your responsibility.
4. Aware insurance does not extend to external fundraising events - we would advise that prior to your event you must seek independent insurance advice.
5. Please contact your local Garda station for guidance on any legal permits that you may require for your event.
6. If you are holding a raffle where the sale of tickets is to the general public, outside of guests you may have at your event, you should contact your Garda Station to obtain a permit.
7. Regarding the sale of CDs, books, calendars and other similar items, ALL requests for same must have prior approval from the Aware to benefit from the sale of the said item.
8. You must advise Aware of any changes to the details of your event provided on your application form prior to the event taking place.

## Cash handling and banking

1. In your own interest and to adhere to auditing requirements, it is required that a minimum of two adults count and return the proceeds from the event.
2. Please note that all net proceeds from the event must be submitted to Aware within 30 days of completion of the event.
3. You may donate the funds online, at the bank, or by sending it to Aware, 9 Upper Leeson St, Dublin 4. Please contact [Fundraising@aware.ie](mailto:Fundraising@aware.ie) for bank details.
4. In accordance with best practice under the 2009 Charities Act a full set of accounts of income and expenditure should be submitted with your return.

## Disclaimer

To the fullest extent allowed by law, the Event Organisers agree to:

- Release Aware from claims and demands of any kind arising from or related, directly or indirectly, to the fundraising event; and
- Indemnify and hold harmless Aware from any and all liability resulting from loss, damage or injury of any kind and in any way connected, directly or indirectly, with the fundraising event.

If, in the sole opinion of Aware, an Event Organiser does not, in advance of the event, obtain necessary or prudent insurance cover and/or any required permit for the event (from Aware or from any other person), Aware reserves the right to withdraw or decline any association with the event, without giving prior notice to the Event Organiser. If that happens, Aware may also publicise the fact that Aware is not in any way associated with or endorsing the event.

Aware's insurance does not apply to fundraising events arranged by third parties. In particular, it does not cover loss, damage or harm to any person organising, assisting with or participating in the fundraising event or to the property of any such person or any other person. Whether the fundraising event involves use of public parks, public areas or private property, Aware does not accept any responsibility for any damage that may arise from or be caused (directly or indirectly) by such fundraising event. We recommend strongly that Event Organisers seek independent insurance advice prior to organising an event.