

# Organising an Epilepsy Ireland Fundraiser

## FAQs

### How do I go about organising a fundraiser?

Decide on what you might like to do – coffee morning, sports challenge, bake sale etc. Do you have a particular hobby you enjoy that you could do? Check out our A-Z of fundraising ideas to get inspired.

Then ask yourself:

- Where will you have it?
- How will you raise funds? (collection buckets, online platform, card payments)
- Who will you invite?
- Who might get involved? Think about your workplace, school, sports team or local business that might help out
- What materials do you need for it? We can provide some promotional materials such as a collection buckets and t-shirts.
- Do you need garda permission for the event? If you plan on having a raffle/lotto please enquire with your local garda station
- When will you have it? Make sure you give yourself enough time to organise it and to give others enough time to get involved with you!

### How do I collect money?

You can collect cash via a collection bucket or sponsorship cards. We can provide these for you.

You can set up an online platform – there are lots of different options available. We are registered on Facebook fundraisers, GoFundMe, JustGiving, iDonate, Givegain and Benevity. You can find online guides for each of these on their websites.

### How can I let people know about my event?

- Share information on social media and ask your friends to share it too! If you have a local Facebook group why not share it there too?
- Get in contact with your local media and ask them to share it
- Put up posters around the place you're having it or in your local businesses
- On the day be sure to let us know what you've organised and send us photos of your event – we would love to see it! We will share this on all our social media platforms on the day.

### What do I do after the event?

- Get in touch to let us know how much you have raised!
- If you have collected cash please ensure there are two of you present when opening the collection bucket and counting the funds raised. Email us at [fundraising@epilepsy.ie](mailto:fundraising@epilepsy.ie) and we will send you out our bank account details for you to make a lodgment.
- If you have raised funds on an online platform, follow the prompts to “withdraw funds” and select Epilepsy Ireland as beneficiaries. Get in touch if you have any difficulty doing this or to confirm we have received the funds.
- If you have any leftover materials please send them back to us so that we can use them again.

Once you have your event idea sorted let us know at [fundraising@epilepsy.ie](mailto:fundraising@epilepsy.ie) to receive your fundraising pack with the materials you need!