

Fundraising Events in aid of Epilepsy Ireland

Health, Safety and Legal Guidelines

Epilepsy Ireland really appreciate your support, however, we cannot organise, supervise or host your fundraising activity. We will endeavour to assist you in any way we can, however we also cannot accept responsibility for any errors or omissions on your part.

Public Collections

You need a permit from the Gardaí to collect funds on the street or in a public place. While the owners of some private properties including pubs and shopping centres may allow collections onsite you should always check with the Gardaí on the need for a permit. Permits may take a few weeks or even months to obtain, so advance planning is necessary.

Raffles & Lotteries

Simple raffles at one-off events usually do not require a license but raffles involving tickets sold in advance may require one. Check with your local Garda station.

Health and Safety

You should ensure that your event is organised efficiently and safely. Ensure that participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected. Always check if a hired venue has adequate safety procedures in place; trained first-aid personnel may be required particularly if outdoor venues are used. Outdoor events may also require you to notify local authorities or to obtain special permissions. Risk assessment reports may be necessary when applying for permission.

Insurance

Consider what insurance cover you need for your event. Owners of venues with public access should have adequate cover in place, but certain categories of events demand additional or specified insurance cover e.g. large scale outdoor events, adventure pursuits and may have age restrictions etc. Additional insurance coverage may have to be factored into your budget. Epilepsy Ireland's insurance will not cover volunteer run events.

Fundraising materials and publicity

All of your fundraising communications should make it clear that you are fundraising in aid of Epilepsy Ireland rather than acting formally on behalf of the organization. If your event is supporting an additional charity, please let us know. You should always check with us before using our logo in promotional or publicity material. If you are using imagery, please do ensure that you have the rights and permission to use same. Check with us to ensure that we do not have other events taking place in the same location as this will have an impact on all events and dilute funds raised.

Transparency

A breakdown of costs and income should be available if members of the public request these details. Please download an income and expenditure template to record all aspects of your event. ([Link](#))

Managing Money

As the organiser, you are responsible for the financial management of your fundraising activity. Epilepsy Ireland are signed up to the Statement of Guiding Principles for Fundraising and we have outlined some guidelines which may help you with this.

Cash received should be counted and recorded by two individuals and should be counted in a secure environment and secured in a safe place until it is possible to lodge to our bank account. Cheques received should be made out to Epilepsy Ireland.

We recommend setting up an online fundraising page which we can create for you as this will enable people who wish to make a donation by credit card. Alternatively, you can ask the person to call our fundraising team directly and the donation can be taken securely over the phone and attributed to your event. No expenses can be incurred in the name of Epilepsy Ireland without express prior agreement in writing from Epilepsy Ireland. Epilepsy Ireland will issue you with a receipt recording the amount of the donation after all funds have been remitted. Once again, we would ask that you remit funds to us as soon as possible after your event, and within 30 days. We'd like to give you a total amount raised from your event as soon as possible afterward so you can tell everyone who contributed that you've achieved your goal!

Data Protection

Epilepsy Ireland is compliant with the new General Data Protection Regulations (GDPR). During the course of your event you may get access to people's personal data on sponsorship cards, on letters or emails to you, or from event participants. After the event is complete you should destroy any lists with personal details you have made yourself, and return sponsor cards to Epilepsy Ireland where we will ensure they are processed securely. If you are unsure about what you should and shouldn't do, give us a call on 014557500 and we'll be happy to guide you.