

NRH Foundation Fundraising Guidelines & Event Proposal Form

The NRH Foundation is the official fundraising body of the National Rehabilitation Hospital (NRH)



Thank You for your interest in fundraising for the NRH Foundation.

The NRH Foundation aims to inspire and enable fundraising and financial support from the community to assist direct patient care at the NRH.

We have put together these guidelines for individuals, organisations and other groups that would like to hold an event benefiting the NRH and its programmes.

We really appreciate your support and want your fundraising to be an enjoyable experience as well as being safe and legal. So please read these guidelines before completing the Fundraising Event Proposal Form.

And remember... **We're here to help.**

If you need any further information at all we're just a phone call away on **01 235 5280** or by email at fundraising@nrh.ie.

PLEASE NOTE: Authority needed to fundraise for the NRH Foundation

Prior to organising and conducting a fundraising event in the name of the NRH Foundation, you must:

- 1. Be 18 years or over (if under 18 years of age, you will need permission from a parent/guardian).*
- 2. Complete the Fundraising Event Proposal Form and submit this to the NRH Foundation at least 30 days prior to the event.*

If your event is approved, we'll send you an authorisation letter/email to fundraise on our behalf. Please do not make any announcements or publicise the event until the NRH Foundation gives approval.

NRH Foundation, National Rehabilitation Hospital (NRH), Dun Laoghaire, Co. Dublin
Tel: 01 235 5280, Email: fundraising@nrh.ie

Registered Charity No. CHY6750 / CRA No. 20013196

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FUNDRAISING for the NRH Foundation

- The event must be conducted in accordance with all applicable laws.
- The NRH Foundation is happy to offer advice and guidance for coordinating your event, however, **the overall running of the event, including expenses, record keeping and management is ultimately the Fundraiser's responsibility.**
- The NRH Foundation insurance **cannot** extend to volunteer events – **we recommend you seeking independent insurance advice.**
- Please advise the NRH Foundation of any changes to details provided in the Fundraising Event Proposal Form prior to the event.
- **Events involving collections from the public require a Permit from An Garda Síochána.**
- **If you are organising a raffle where tickets are to be sold other than to your guests you should contact your local Garda Síochána for advice. All lotteries must comply with the law.**
- If you plan to solicit contributions, sponsorship, or in-kind gifts from businesses, please provide us with a list of potential business sponsors for review and approval prior to approaching. A list of all goods and services donated by companies should be submitted when making final remittance to the NRH.
- Approval to repeat an event must be requested for each event from the NRH Foundation Fundraising office.
- The Fundraiser must not approach celebrities for support without prior approval.
- The Fundraiser must not approach the public door to door.

FINANCIAL aspects of the event

- **To comply with auditor requirements and to preserve the integrity of the organiser, it is required that at least two people are involved with the counting and remitting of proceeds.**
- All net proceeds must be submitted to the NRH Foundation Fundraising office within 30 days of the conclusion of the event. This requirement is also necessary to comply with collections held under An Garda Síochána permits.
- All proceeds remitted must be accompanied by a copy of the authorisation letter. Please do not send cash through the post.
- If supporters would like individual receipts, please provide a list including name, address, telephone number, and e-mail and donation amount.

...Please make all cheques payable to the 'NRH Foundation'.

NRH Foundation NAME & LOGO - terms of use

- Prior approval must be sought from the NRH Foundation for any printed materials, advertisements, media materials and releases associated with the event.
- Prior approval must be sought from the NRH Foundation for any materials using the NRH Foundation logo. If approved, we will provide a high resolution version of the logo - please do not copy it from other sources.

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FUNDRAISING PROPOSAL FORM – page 1 of 4 (please return pages 1-4)

Please note:

- Completing this Event Proposal Form does not imply authorisation from the NRH Foundation to undertake the event on its behalf.
- Please print clearly in BLOCK letters and where appropriate.

ORGANISER DETAILS:

Contact Name:

(Title) (First Name) (Surname)

Name of group/company planning event (if applicable):

Address:

Tel: (Day) (Evening) (Mobile)

Email:

Brief description of your organisation (if applicable):

Will you be adding details of the event to a website, social networking or My Charity fundraising page?

Yes No

If yes, please provide web address:

To comply with auditor requirements and to preserve the integrity of organisers, it is required that at least two people are involved in the counting and remitting of proceeds. Please provide name and address of nominated individuals:

1. Name:

Address:

2. Name:

Address:

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FUNDRAISING PROPOSAL FORM – page 2 of 4 (please return pages 1-4)

EVENT DETAILS:		
Name of proposed event:		
Date of event:	Time:	Location:
Address:		
Description of proposed event:		
How will the funds be raised? Please <input checked="" type="checkbox"/> where applies.		
Corporate Sponsorship <input type="checkbox"/>		
Individual Sponsorship <input type="checkbox"/>		
Ticket sales <input type="checkbox"/> (Proposed amount per ticket € _____)		
Raffle <input type="checkbox"/> <i>(If tickets are to be sold other than to your guests you should contact your local Garda Síochána for advice. All lotteries must comply with the law.)</i>		
Auction <input type="checkbox"/>		
Sale of goods <input type="checkbox"/>		
Other (please provide details): <input type="checkbox"/>		
*Any event involving collections from the public require an An Garda Síochána permit.		
Expected attendance (if applicable):		
Estimated Revenue €	Estimated Expenses €	Estimated Net Proceeds to the NRH Foundation €
Have you formed a committee to help organise this event?		
<input type="checkbox"/> Yes (please attach names & contact details)		
<input type="checkbox"/> No		
Has this event taken place for the NRH Foundation before?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details:		
How will you promote this event?		
Are there other beneficiaries besides the NRH Foundation?		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details:		

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SHARING YOUR STORY (optional):

Stories in the media can be an effective way to raise awareness. If you are happy to share your reason for holding an event, please complete the section below and a member of our Communications Department may contact you about your story.

Please share your reason for holding this event/s:

Signatory of Applicant: _____
Date: _____

RESOURCES REQUIRED:

Please note: we will do our best to provide you with all the items you request, however some items are subject to availability. Please let us know your fundraising material requirements:

Fundraising Material	Quantity
Sponsorship Cards	
Brochures	
T-shirts – Small	
T-shirts - Medium	
T-shirts - Large	
T-shirts – Extra Large	

(TO NOTE: It costs the organisation almost €5 to cover the manufacturing of each t-shirt. We appreciate your consideration when ordering quantities. Thank you!)

NRH FOUNDATION REPRESENTATION:

Do you require an NRH Foundation representative at your event or presentation? Yes No

A representative from the NRH may be available to attend your event or presentation; however we will need as much notice as possible. Determination for representation will be based upon staff availability and date of the event.

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Disclaimer:

We want you to enjoy your fundraising activities and above all stay safe!

The NRH Foundation can accept no liability for any loss, damage or injury caused during the event you undertake. The NRH Foundation insurance does not cover property or the property of your helpers and guests, nor does it cover your personal liability for any injury suffered by yourself or your event participants. Remember to use common sense when it comes to health and safety. Where food is involved, please take care and work to ensure safe preparation, storage and cooking. Please follow good hygiene practices.

The Fundraiser agrees to release the NRH Foundation 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 or injury occurring to any person. The NRH Foundation reserves the right to terminate the agreement relating to the Event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

AGREEMENT IN SIGNATURE:

- Yes, I agree to hold my fundraising event in accordance with the terms and conditions of the NRH Foundation Fundraising Guidelines attached and all applicable laws.
- Yes, I agree the NRH Foundation will receive all revenue from the event within 30 days of the event.
- Yes, I agree that all publicity for the event must be approved by the NRH Foundation prior to release/ publication.

Signature of applicant: _____

Print Name (applicant): _____

Date: _____

Signature of parent/guardian (if applicant under 18 years of age): _____

Print Name (parent/guardian): _____

Date: _____

Please return completed form by any of the following:

- By Post: To Fundraising Dept., NRH Foundation, National Rehabilitation Hospital, Rochestown Avenue, Dun Laoghaire, Co. Dublin.
- By Email: Scan and email to fundraising@nrh.ie
- In Person: If you are around the area, you can drop into the main hospital reception at any time.

A huge **THANK YOU** for offering to organise an event in support of the NRH Foundation.
We look forward to contacting you regarding your fundraising initiative.

NRH Foundation only	
Date application received: _____	
Fundraising Event Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, reason for decision: _____	
Signed on behalf of NRH: _____	Date: _____

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