

## EVENT NOTIFICATION FORM

Ref:

(Please print clearly in block letters and ✓ where appropriate)

### Organisers Details:

Contact Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Organiser's signature: \_\_\_\_\_

### Event Details:

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Approximate date of submission of proceeds: \_\_\_\_\_

**Please quote the Reference number above when you submit your proceeds**

**Please ensure that all cheques are made payable to St. Francis Hospice**

Will you be raising funds for this event using an online fundraising page?  Yes  No

We will be adding details of your event on our website:

Details for website (please ✓/tick) :

Organizers Name  Event Name  Event Date

Organizers Contact Details: Tel: \_\_\_\_\_ Email: \_\_\_\_\_

How will funds be raised?

Ticket Sales (proposed ticket price € \_\_\_\_\_)

Raffle

Sponsorship

Other (please provide details)

### **REQUIREMENTS FROM THE HOSPICE (PLEASE RETURN COLLECTION BUCKETS AND ANY UNUSED ITEMS)**

Item	Quantity
Letter of Authorisation	
Collection Buckets (please return after event)	
Posters (please outline details required on your poster overleaf)	
Sponsorship Cards	
Tee shirts                      Small	
Medium	
Large	
Ex-Large	
Any other items	

Approximate date of cheque presentation at the Hospice (if required): \_\_\_\_\_

**Data Protection Notice:** As a supporter of St. Francis Hospice your privacy is very important to us and we will only use your personal information to provide you with the Event details that you have requested from us. At any stage if you wish to have your details removed from fundraising database please contact the Fundraising Department and your details will be removed immediately. Thank you for your support of St. Francis Hospice.

**For office use only: Items Dispatched**

**Date:** \_\_\_\_\_

**Method:** \_\_\_\_\_

## ***Fundraising Guidelines***

Thank you for your interest in fundraising for St. Francis Hospice – we very much appreciate your support.

We want you fundraising to be an enjoyable experience as well as being safe and **legal**, so please read these terms and conditions before completing this form.

Please remember – we are here to help. If you require further information please call us on 01 8294000

### ***Authority to fundraise for St. Francis Hospice***

Prior to organising and conducting a fundraising event in the name of St. Francis Hospice, you must:

- Be 18 years of age or over (if under 18 years of age you will need permission from a parent/guardian)
- Complete the Event Notification Form and submit it to St. Francis Hospice at least **30 days** prior to the event.
- We will make every effort to ensure that a Hospice Representative attends your event. Attendance at evening events is generally between 8pm-11pm and we would kindly requires that addressing attendees is arranged between 8pm/9pm

**Please do not make any announcements or publicise the event until St. Francis Hospice gives approval**

### ***Fundraising for St. Francis Hospice***

- Activities must be conducted in accordance with all applicable laws.
- St. Francis Hospice is happy to offer advice and guidance for co-ordinating your event; however, the overall running of the event, **including expenses**, promotion, recording keeping and management is ultimately your responsibility.
- St. Francis Hospice insurance cannot extent to **volunteer events** – we recommend you seek independent insurance advice.
- Please advise St. Francis Hospice of any changes to details provided in the Event Notification Form prior to the event.
- Before organising a public collection, please contact your local Garda station for advice regarding necessary permits.
- If you are organising a raffle where tickets are to be sold to people other than your guests you should contact your local Garda station for advice.

- Door to Door calls are only permissible if you know the residents and should be made during daylight hours.
- 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 St. Francis Hospice.
- Approval to repeat an event must be requested each year from St. Francis Hospice.
- Raffle and Sale of Property: St. Francis Hospice does not participate in or promote private property raffles or lotteries.

### ***Cash Handling and Banking***

- 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 St. Francis Hospice within 30 days of the conclusion of the event.
- Complete Proceeds Remittance Form.
- Cheques to be made payable to St Francis Hospice

### ***Use of St. Francis Hospice names and logo***

- When naming your event please do not use St. Francis Hospice in the title, instead you can use our name as beneficiary of the net proceeds. For example: (Event Name) to benefit St. Francis Hospice.
- Prior approval must be sought from St. Francis Hospice for any printed material, advertisements, media materials and releases associated with the event.
- Prior approval must be sought from St. Francis Hospice for any materials using the St. Francis Hospice logo. If approved we will provide a high-resolution version of the logo – please do not copy it from other sources.

We want you to enjoy your fundraising activities and stay safe. St. Francis Hospice can accept no liability for any loss, damage or injury caused during the event you undertake. St. Francis Hospice 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. You should seek independent insurance advice prior to organising your event.

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.

**Disclaimer:** The Fundraiser agrees to release St. Francis Hospice 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, except where such liability arise because of the negligence of St. Francis Hospice or its agents.

St. Francis Hospice reserves the right to terminate the agreement relating to an event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the guidelines stated.

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**Agreement and Signature:**

- *Yes, I have read the guidelines of St. Francis Hospice and I agree to hold my fundraising event in accordance with them and all applicable laws.*
- *Yes, I agree that St. Francis Hospice 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 St. Francis Hospice prior to release/publication.*

Signature of applicant: _____ Print Name: _____ Date: _____
Signature of parent/guardian(if applicant is under 18 years of age) _____ Print Name: _____ Date: _____

CRM REF:
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St. Francis Hospice would like to use your details to keep you up to date with our work.

If you prefer not to receive any further communication from us please tick here

**Thank you for your support. We will contact you soon.**

Please return completed form to:

St. Francis Hospice  
Blanchardstown  
FREEPOST (Licence No. F5111)

For office use only:	
Contact by Event Co-Ordinator:	_____
Event ID CRM:	_____
Date:	_____
Event Approved:	<input type="radio"/> Yes <input type="radio"/> No
Materials Requested:	<input type="radio"/> Yes <input type="radio"/> No
Representative @ Event:	<input type="radio"/> Yes <input type="radio"/> No
Cheque Presentation:	<input type="radio"/> Yes <input type="radio"/> No