



St Joseph's Foundation

FUNDRAISING GUIDELINES





St Joseph's Foundation

St. Joseph's Foundation is committed to the highest standards of good practice and we want to ensure that all Fundraising activities are carried out in a transparent manner. We want to ensure that donors and potential donors are confident in St. Joseph's Foundation.

We appreciate you

Thank you for choosing St. Joseph's Foundation as a benefactor for your Fundraiser. We are delighted that you have considered us and look forward to helping you in any way we can in relation to your Fundraising event.

We want to ensure that you can happily talk about St. Joseph's Foundation when running your Fundraising event, or in your everyday life, you may never know who you may inspire to donate.

St. Joseph's Foundation is a non-profit organisation, founded in 1968, to provide services and supports to:

- Over 1,400 children and adults with special needs, and their families;
- In the North Cork and South Limerick area.

Our Mission Statement

“Providing people with disabilities the opportunity to live the life of their choice to their fullest potential”

Ethos & Values

St. Joseph's Foundation places all adults and children in our service at the heart of all our values and beliefs. We recognise the rights of every individual to participate in society and to be an integral part of their community. We place a significant value on being open, accountable and transparent in all our dealings, both with service users and their families and with our service provision partners, included amongst which are the HSE, HIQA, Department of Education, ETB's etc..

St. Joseph's Foundation works to support each individual to be independent, by adopting a Person Centred Approach.

Organising your event

If you believe you have an idea for an event that you want to organise to raise funds for the work we do here at St. Joseph's Foundation, please complete our Fundraising proposal and submit it to our Fundraising department at least 4 weeks before the event is due to take place.

The Fundraising department will be in contact with you regarding your event. By submitting the form, you do not receive automatic authorisation from St Joseph's Foundation to run the event on our behalf. Once your event is approved, the Fundraising department will guide you through any queries you have.

If your event is raising funds for St. Joseph's Foundation or Liskennett Equine Therapy Centre or any other non-profit/group, it must be clear where the funds are going. All promotional material and advertising on social media must display that the event is "In aid of St. Joseph's Foundation" (or relevant development of St. Joseph's Foundation/name of other non-profit involved).

Please name your event as "(TITLE OF EVENT) in aid of St. Joseph's Foundation" or state that "all proceeds to go to St. Joseph's Foundation" (or relevant development of St. Joseph's Foundation/name of other non-profit involved).

If you require any collection buckets or boxes, the Fundraising department will organise these for you. The only collection buckets/boxes to be used must be given to you by St. Joseph's Foundation. These buckets/boxes will have security seals that are tamper evident.

Insurance

St. Joseph's Foundations insurance cover does not cover your event/activity, we would advise you to ensure you have adequate insurance cover, as St. Joseph's Foundation can accept no liability for any loss, damage or injury caused during the event/activity you undertake.

Promoting your event

To ensure your Fundraising event/activity is a success, advertising and promotion must be carried out. Once your event has been approved, the Fundraising department will assist you with creating promotional materials and will advertise your event on our social media pages and amongst our staff. We would like you to tell us how and where you will advertise and promote your event/activity such as: social media pages you will use; newspapers you will contact and/or Radio stations you will be on.

This information is vital for our Fundraising department to have; we use this to continue to improve our advertising and marketing for future events.

Returning the Funds

To ensure that St. Joseph's Foundation remains transparent and adheres to audit requirements, it is required that two adults are to present to count any proceeds from a Fundraising event/activity.

We require all funds collected to be returned to St. Joseph's Foundation within 21 Days of the fundraiser. You can return funds in any manner of ways. You may also contact our Fundraising department and they will work to facilitate meeting you to collect the funds. We understand gofundme/idonate/everyday hero etc. can take longer to transfer funds and therefore we can extend the 21-day transfer period.

- Bank Transfer – Our Fundraising department can provide you with our bank details to allow you to transfer funds. Please ensure your bank transfer is labelled with the details of the fundraiser.
- Our website – PayPal is available on our website. This will lodge your funds to our account. Please ensure your PayPal transfer is labelled with the details of the fundraiser.
- Use Facebook donate – You can create fundraisers online. Any donation made through the Facebook donate will be lodged straight to our accounts. We receive 100% of the donation donated via Facebook.
- Gofundme/idonate/Everyday hero/Given Gain: These platforms are used to raise funds for a variety of Fundraisers all across the world. It is your Fundraising groups choice on which platform you use. Be aware that there will be handling charges on these platforms and if funds are not transferred out within 90 days of the Fundraiser ending, the donations can be returned to the donors. We advise you to review the terms of each platform before creating a Fundraiser. These platforms are more suited to fundraisers where funds will be split between more than one non-profit/group.
- Our Fundraising team can arrange a time and date to meet you in our main campus on Bakers' Road to accept donations. Presentation's/Collections may be postponed due to Covid-19 restrictions.

Please note: **All cheques** (including cheques for Liskennett Equine Therapy Centre), bank drafts or postal orders must be made payable to: St. Joseph's Foundation.

Collection Permits

Certain Fundraising events are legally required to have permits from An Garda Síochána, activities such as; street collections, selling tickets door-to-door, and some raffles. Our Fundraising department will guide you further on this and are happy to support your event when applying for the relevant permit. A permit application can take 1-4 weeks to be process and the dates you request may not be available. Due to this, we advise you to submit a permit application as soon as possible as to avoid changing the dates of your proposed event/activity.

Cheque Presentations

We here at St. Joseph's would not be able to carry out the work without your support. Therefore, we endeavour to attend any cheque presentations. If you are holding a presentation, please make our Fundraising department aware of the date of the presentation as early as possible. This way we can organise a member of staff or a representative from St Joseph's Foundation to attend.

"You gave us your time, the most thoughtful gift of all"

Thank you

Any donation we receive, no matter the amount, we want to acknowledge. Please allow us to thank you by providing your name, address, contact details and any other relevant information. We will send you a 'thank you letter' and receipt. We can post this or email it to you.

If you give us permission, we will keep you updated on news within St. Joseph's Foundation and any Fundraising events coming up. All contact details will be stored in accordance to General Data Protection Regulation. If you at any stage want to be removed from our database, please contact our Fundraising department.

For further information about our use of data, visit
<https://www.stjosephsfoundation.ie/GDPR-Information>

Or reach out to our Fundraising Department;

Fundraising Department,
St. Joseph's Foundation,
Baker's Road,
Charleville,
Cork,
P56 KD26.

Call us on 063 21679 or E-mail: Fundraising@stjosephsfoundation.ie

