



St. Joseph's Foundation

Telephone: 063-89252

Email: info@sjf.ie

Website: sjf.ie

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

Fundraising Guidelines

Revision June 2024

Before you get started, we encourage you to read our Fundraising Guidelines and understand the Terms and Conditions associated with fundraising for SJF. These guidelines are designed to help you (the Fundraiser) make your event and/or fundraising as successful and enjoyable as possible, as well as being safe and legal.

It contains everything you need to know but if you have any questions, please get in touch with our Fundraising Team on 086 033 3310.

Public/Street Collections

A Garda Permit is required to collect cash donations from the public and is issued under the Street and House To House Collections Act, 1962. A permit will be required when collecting in public areas, such as streets, or when collecting outside a church grounds (within the grounds of a church or other place of worship, a Garda permit is not required but you will need permission from the priest/diocese). Please note that DSI does not allow supporters to collect door-to-door. An application for a Garda permit must be made to the Chief Superintendent of the local Garda Division office (this might not be your local Garda Station).

For Donation Permits for SJF Contact:

District HQ: Bandon

District HQ Tel: +353 23 8852216

District Officer: Superintendent Cornelius Crowley

For Raffle Permits for SJF Contact:

District HQ: Mallow

District HQ Tel: +353 22 31457

District Officer: Superintendent Gary McPolin

You can download an SC1 Form for permits [here](https://www.garda.ie/en/about-us/our-departments/office-of-corporate-communications/news-media/news-archive/gaming-lotteries-act-application-forms-for-gaming-permits-and-lottery-permits-1-12-20-.html) (<https://www.garda.ie/en/about-us/our-departments/office-of-corporate-communications/news-media/news-archive/gaming-lotteries-act-application-forms-for-gaming-permits-and-lottery-permits-1-12-20-.html>)

Collection Buckets & Sjf Branding

When engaged in public/street collections on behalf of SJF, all volunteers must be identifiable as collecting on behalf of the charity. This should include the wearing of branded t-shirts or bibs, name badges and appropriately branded collection buckets. All buckets used in collections or as part of your fundraising event MUST be sealed at all times, in accordance with the Charity Regulator Guidelines.

Company Limited by Guarantee No. 57249 : Charity No. 7416
Chairperson: Maurice Riordan, Chief Executive: Michael Hegarty,
Secretary: Shella Quealey, Treasurer: Kevin Whooley



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Permits and Licences

Fundraising is all about having fun while raising money for a good cause, but you must remember that it is also subject to certain legal requirements. It is the responsibility of the Fundraiser to obtain all the necessary permits associated with the event from the Gardai, your local council, or from owners of private property etc. If you are unsure what legal permits or license may be required, you can contact your local Garda station for guidance or get in touch with our fundraising team.

Small raffles held as part of a larger event do not require a lottery license provided ticket sales and the announcement of results take place during the event and there are no cash prizes. Larger raffles, lotteries and prize draws are all governed by legislation and will be subject to a Lottery License under the Gaming and Lotteries Act, 1956.

Online Fundraising

Depending on the type of event you are holding, you may wish to consider online fundraising. It is a convenient, secure and easy way to raise funds and to extend your reach beyond those physically attending your event. We recommend that you set up an online fundraising page with our website donate page or idonate to allow your supporters to donate quickly online. Please note as of June 2024 Facebook Fundraising has been removed by Meta.



2024 TRIPLE LOCK MEMBER
Promoting Trust

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