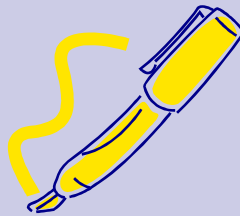


BRÍ, The Acquired Brain Injury Advocacy Association

Fundraising guidelines & Event information pack!



BRÍ, The Acquired Brain injury Advocacy Association
Registered Charity: 14884
C/o National Rehabilitation Hospital
Rochestown Avenue
DunLaoghaire
Co Dublin
Ireland
Phone: 01 235 5501
Email :info@briireland.ie
WWW.BRIIRELAND.IE



Fundraising Guidelines



Thank you for your interest in fundraising for BRÍ, The Acquired Brain Injury Advocacy Association - We are delighted you have chosen our charity to fundraise for!

The below guidelines have been put together for your benefit. We 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.



Insurance

BRÍ hold public liability Insurance for fundraising events held in aid of charity. To be covered by our insurance policy the event must be organised by a volunteer registered with the charity. If you have any queries or even a small doubt regarding insurance for your event please contact the head office for clarification.



Identity

Every volunteer registered with BRÍ for fundraising, should have a volunteer identity badge with a personalized volunteer number which must be worn for all fundraising events.

Not registered as a BRÍ volunteer?

To register as a volunteer, you must complete the volunteer application form which is available from our head office, enclosed in our fundraising pack or to download through our website www.briireland.ie



Authority to fundraise for BRÍ, The Acquired Brain Injury Advocacy Association.

Prior to organising and conducting a fundraising event in the name of BRÍ, The Acquired Brain Injury Advocacy Association, you must:

- Be 18 years or over (if under 18 years of age, you will need permission from a parent/guardian)
- Complete the fundraising event proposal form which is available from our office, please contact us on 01 235 5501 or you can download the form from our website www.briireland.ie and submit the form to the BRÍ Head Office at least 30 days prior to the event.
- If your event is approved, we'll send you an authorisation letter to fundraise on our behalf. Please do not make any announcements or publicise the event until BRÍ gives approval. You must be in receipt of your verification letter before proceeding with your event. This letter will confirm that you are registered as a volunteer for BRÍ and you have full permission to fundraise in our name.



Guidelines for fundraising for BRÍ, The Acquired Brain Injury Advocacy Association

- The event must be conducted in accordance with all applicable laws.
- The BRÍ fundraising committee 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.
- Events involving collections from the public require an An Garda Síochána permit which must be obtained through your local Garda Station or the BRÍ Head Office.
- If you are organising a raffle where tickets are to be sold other than to your guests you should contact your local authority for advice. All lotteries must comply with the law.
- Door to door calls are only permissible if you know the residents and should be made during daylight hours



Permits

For any event being held outside your home or in an external venue, you should check with your local Garda Station to see if you need a permit. Usually if you are holding an event on public property, for example a street collection, you will need a garda permit. If your event is on private property, you won't need a garda permit but you will need permission from the owner of the property. For any large events it is best to notify the local station of the details just to make them aware of the event.



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 BRÍ 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, email and donation amount.



Use of BRÍ, The Acquired Brain Injury Advocacy Association

names and logo

- In naming the event, "BRÍ, The Acquired Brain Injury Advocacy Association" should not be used in the title, but as beneficiary of the net proceeds. For example "(Event name) to benefit BRÍ, The Acquired Brain Injury Advocacy Association"
- Prior approval must be sought from BRÍ for any printed materials, advertisements, media materials and releases associated with the event.



Banking details and how to lodge money

There are several ways in which you can lodge your money to BRÍ:

- Through the bank – When making a lodgment to the bank it is important that you attach your name to any cash or cheques that you or anyone on your behalf lodges into the account. Please print your full name & what the lodgment is in reference to in the narrative box on the lodgement slip. E.g. Table quiz in addition to your full name. Inform the bank personnel that this information must be attached to the transaction. Please also contact the BRÍ head office to let them know about your lodgment.

Bank: AIB Cornelscourt Branch, Dublin 18

Account Name: BRÍ, The Acquired Brain Injury Advocacy Association

Account number: 23677030

Sort Code: 933392

- It is important to keep a copy of your lodgement slips for your records.
- If sending money in the post, please keep a record of the cheque/bank draft that you are sending in along with the event information.
- Please do not send cash in the post, the postal system service is beyond our control and we cannot be responsible if money is mislaid.
- Call into our office, you can call into the BRÍ Head Office if you are in the area with your fundraising proceeds. We open from Monday – Friday, 9:00am – 5:00pm.
- Mycharity.ie – Mycharity.ie is the easiest and most straightforward way to fundraise for your charity. You can donate to us through mycharity, create a fundraising page for your event where people can donate towards your event for BRÍ or you can also sponsor a friend. We have our own mycharity page which you can view from this link - www.mycharity.ie/charity/bri

Fundraising Event Proposal Form



The Acquired Brain Injury Advocacy Association
Registered charity: 14884

Please note:

- Completing this Event Proposal Form does not imply authorisation from BRÍ to undertake the event on its behalf.
- Please print clearly in BLOCK letters and tick where appropriate and return to the BRI Head office at least 30 days prior to your event.

Organiser Details:

Contact Name: (Title)	(First Name)	(Surname)
Name of group/company planning event (if applicable):		
Address:		
Tel:	Mobile:	
Email:	Volunteer number if any:	
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:		

Event details:

Name of proposed event:		
Date of event:	Time:	Location:
Address:		
Brief description of proposed event:		
How will the funds be raised? Corporate Sponsorship <input type="checkbox"/> Individual Sponsorship <input type="checkbox"/> Ticket sales (Proposed amount per ticket €_____) <input type="checkbox"/> Street collection <input type="checkbox"/> Raffle (If tickets are to be sold other than to your guests you should contact your local authority for advice. All lotteries must comply with the law.) <input type="checkbox"/> Auction <input type="checkbox"/> Sale of goods <input type="checkbox"/> Other (please provide details): _____ *Any event involving collections from the public require an An Garda Síochána permit		
Expected attendance (if applicable):		
Have you formed a committee to help organise this event? <input type="checkbox"/> Yes (please attach names & contact details) <input type="checkbox"/> No		
Sharing your story (optional): Stories in our newsletter 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 staff <i>may</i> contact you about your story.		
Please share your reason for holding an event:		

Resources required from BRÍ, The Acquired Brain injury Advocacy Association:

(Please note: we will do our best to provide you with all the items you request, however some items are subject to availability.)

ITEM:	QUANTITY:
Sponsorship Cards	
Brochures	
Collection buckets	
Stickers	
A3 size BRÍ posters	
A4 size BRÍ posters	
T-shirts:	small
	medium
	Large
	Extra large
Display Stand	

Disclaimer:

We want you to enjoy your fundraising activities and stay safe! BRÍ can accept no liability for any loss, damage or injury caused during the event you undertake. The organisation's 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 BRÍ 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 the BRÍ or its agents.

BRÍ 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 and Signature:

- ☐ Yes, I agree to hold my fundraising event in accordance with the terms and conditions of BRÍ's Fundraising Guidelines attached and all applicable laws.
- ☐ Yes, I agree that BRÍ 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 BRÍ prior to release/publication.

Signature of applicant:

Print Name:

Date:

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

Print Name:

Date:

BRÍ may use your details to keep you up-to-date on our support, education and research initiatives and to send you information regarding our fundraising events and activities.

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

A huge THANK YOU for offering to organise an event in support of BRÍ.

We look forward to contacting you regarding your fundraising initiative.

Please return completed form to:

✉ BRÍ, The Acquired Brain Injury Advocacy Association
C/o The National Rehabilitation hospital
Rochestown Avenue
Dun Laoghaire
Co Dublin

📧 **E-mail:** info@briireland.ie

Office use only:

Ref no:

Date processed:

Processed by:

Fundraising Volunteer Identification application form



On behalf of Brí, we would like to thank you for your interest in fundraising for our organisation. We appreciate all the support we receive. When fundraising in a public place, by law you must have a Brí photo identification card, to get an identification card please fill in below. If you have any queries on this form please do not hesitate to contact our head office.

Please note:

- Please print clearly in BLOCK letters and return to the BRÍ Head office

Title: _____ First Name: _____ Surname: _____

Address: _____

Telephone: _____ Mobile : _____

Email: _____

I agree to comply with any legal requirements and with Brí's conditions for fundraising.

I have attached one passport signed photograph

Signed: _____ Date: _____

Office use only:

Membership no:

Date processed:

Processed by:

Brí reserves the right to refuse permission to fundraise on its behalf

Or to rescind its permission at any time.

This information will be held on a database & manual filing system for use by authorised BRÍ personnel only. Any subsequent changes to your personal details should be communicated to our office.



Plan a Fundraising Event in aid of BRÍ!

We have put together a few tips to help you out with your fundraising event which you can read below!

1. First thing to do, choose your event or events!

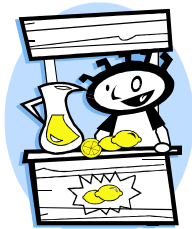
Questions to ask when deciding on a fundraising event:

- What are you interested in?
- What are your hobbies?
- Where can you get support and help from?
- Have you been to an event before that you thought was really well run and a great idea?
- Is there an occasion coming up that you can piggy back on for example – the Women's Mini-Marathon, Paddy's Day activities, egg hunt at Easter, or even your own birthday!
- Ask your friends and family what they think might be a good fundraiser!

2. Make it big or keep it small!

If you are going to plan a large event make sure you take into consideration what constraints you may encounter:

- Will you have enough help?
- What expenses will you have?
- Do you have enough time to plan a large event?
- If you have the resources, organising one large event can be as much work as organising four separate smaller events. Contact us in the office for advice and tips on planning a large event.





3. Where to Fundraise?

Try and spread your fundraising so that you are not approaching the same people all the time. There are more places to fundraise then you may think.

- At school – have a non-uniform day.
- At work – have a bad tie day, hold a coffee morning.
- At home – have a BBQ or dinner party and invite your friends and family over and ask them to make a donation.
- At your club – are you a member of a local club that may hold an event for you? Get your drama society to put on a play or your card club to hold a poker night.
- In your community – hold an event in your local community that everyone can attend – vintage tractor run, jumble sale in the parish hall.
- Sporting event – have a sponsored swim, walk or run, or all three!

There are many ways in which you can raise funds/awareness, the following are suggestions:

Pub Quiz	Cycling Race	Face Painting
Quizzes	Dance-a-thon	Fancy Dress Ball
Race Night	Darts Tournament	Fashion Show
Raffles	Dinner Dance / Party	Film Show
Rag Weeks	Discos	Five-a-Side football Tournament
Read-a-thon	Drama	Flower Show
Sports Day	Easter Egg Hunt	Garden Party
Supermarket	Egg & Spoon Race	Gigs
Bag Packing	Exhibitions	Golf Tournament
Swear Box	Art Exhibitions	Greyhound Meeting
Table Quiz	Auctions	Halloween Party
Talent Competition	Afternoon tea party	Head Shave
Tea Party	Baby-sitting	Hill Walking / Running
Tennis Tournament	Bad Hair Day	Indoor football tournament
Treasure Hunt	Bake sale	Irish Dancing
Tug-o-War	Beard Shaving	Judo Competition
Variety Show	Bingo	Juggling Challenge
Walks	Bring and Buy Sale	Jumble Sale
Whist Drive	Car Boot Sale	Karaoke
Who Wants To Be A Millionaire?	Car Cleaning	Knitting Challenge
Window cleaning	Carol Singing	Leg Waxing (good for the men!)
	Casino Night	Marathons / Mini Marathon
	Coffee Morning	Mountain Climbing



Most importantly - Enjoy

If you enjoy your fundraising and have enthusiasm for your event so will everyone else.



4. After choosing an event the next step is of course organising it.

First things first - Decide on a date!

A couple of things to take into consideration:

- What dates suit your family and friends; they are going to be your main supporters and helpers.
- What date suits your work colleagues – don't hold a work event at a busy time of year.
- What type of event is it – don't have a sponsored run in the middle of winter.
- Ensure that your event doesn't clash with a National event – for example an All Ireland Final.
- But if it does suit, have your event clash with an occasion – a Midsummer BBQ on June 21st.

Get some help

Think about who can help you with your fundraising and approach them with your idea – friends, family, work colleagues, people you may know in local clubs and Businesses. If planning a large event it helps to have a group of people you can trust to help share the responsibility. When they hear what a great cause you are fundraising for, you will have no trouble at all getting help!



5. Plan of action

Make sure you give yourself plenty of time to plan an event. Work backwards from the date of your event; make a list of everything which needs to be completed.

See what you need to do; what can you do yourself and what tasks that you need some help with.



6. What will you need?

Make a list of everything you can think of that you might need:

- Venue.
- Helpers at the event.
- Someone to take money/tickets at the door, MC on the night, serve food.
- Fundraising materials.
- T-shirts, posters, stickers, tickets, sponsorship cards.
- Equipment, Microphone, speakers, lighting.

Each event needs different things!



7. Budget

Make a list of expenses that you are going to have

- Can you cut any of these costs?
- Do you know someone who works in a printer that would be able to print tickets for your event for a good price or even free.
- Would a local butcher sponsor burgers for your BBQ.
- Local businesses love receiving good advertising. Approach them to maybe either sponsor your event or sponsor a spot prize for a raffle.
- Most importantly keep a record of all costs with receipts.



8. Book a venue

- The venue depends on what time of event you are having.
- Holding a table quiz, ask your local pub if you can use a section or a function room for the night.
- Holding a swimathon – ask your local swimming pool for the use of a lane for the day.
- Your own home is also the perfect venue to hold an event – you already know the owner!
- If booking a venue, make sure you approach the owner well in advance of your event.
- Check the venue booking two weeks before your event to ensure the venue hasn't been double booked.



9. Advertising your event

You've done all the hard work planning your event, now you need to let people know!

- There are so many ways of letting people know about your fundraising activities; word of mouth, email, posters.
- Just make sure you include the important details; don't forget to say – when, where, what time and where the money raised is going to go.
- Promotional Materials
- We have a range of fundraising materials includes – t-shirts, stickers, posters, sponsorship cards, fundraising letters, thank you letters. Contact our office if you require any materials: all our posters are generic to suit a variety of different events and cover the most popular events. Please be mindful of the cost to the charity when ordering the materials. There will be a nominal charge for large quantities to cover our costs



Advertise locally

Put up posters and leave flyers advertising your event in your local area, the possibilities are endless; pubs, shops, coffee shops, supermarket notice boards, sports clubs, libraries, post office, credit union. If you need posters or design advice contact the office.



Contact your local media

Local radio stations and newspapers are always interested in things happening in the community and are usually happy to feature a good story. Having stories placed in the local media, helps raise awareness of both your fundraising event and the charity and work that we do.



Add a bit of glamour

Can you get a local celebrity or a well known personality to attend your fundraising event – sports player, local T.D, Town Mayor etc.

This could add a bit of excitement to the event and gain more attention in you local media and community.



Using twitter and Facebook

Facebook is a social networking site where you can add friends and send them messages, and update your personal profiles to notify friends about yourself. Twitter is a free service that lets you keep in touch with people through the exchange of quick, frequent answers to one simple question: What's happening?



You may use these two sites already in your daily life to keep up to date with what's going on with friends and even friends of friends, letting them know what you're up to and arranging what you're all going to do this weekend. Why don't you use these methods to broadcast your event by putting up details about it on Twitter and Facebook to let all your friends know?



Health & Safety

One of the most important things at a fundraising event is that everyone stays safe. Things to think about:

- When organising your event have you included Health & Safety issues in the planning process.
- Have you thought about what risks or dangers may be involved in your event and what measures you will need to take to deal with them?
- If you are using a venue outside your home do they have correct safety procedures in place such as fire exits.
- If you have volunteers taking part in an event such as a sponsored run, have you let them know exactly what is required of them; fitness level, equipment they may need etc.
- For large events will there be additional Health & Safety requirements needed; first aid, stewards, marshals etc.

- For any event where food is being served food hygiene is of such importance. Think about who will be preparing and cooking the food.
- You do not need to be an expert in Health & Safety, use common sense about how to keep everyone involved safe and well.

Contact Information:

BRÍ, The Acquired Brain Injury Advocacy Association
C/o The National Rehabilitation Hospital
Rochestown Avenue
Dun Laoghaire
Co Dublin
Ireland

Registered Charity: 14884

www.briireland.ie

Telephone: 01 235 5501

Email: info@briireland.ie

Opening Hours: Monday – Friday, 9:00am – 5:00pm