FUNDRAISING AGREEMENT

As Carrickmacross Cancer Society (CCS) do not raise funds directly, we are happy to receive queries from people willing to raise funds for the Society. As we are a registered charity, **CHY No. 10217 & CRA No. 2002586,** it is necessary for us to ensure we adhere to all best practices set out by the Charity Regulator. This document outlines conditions and other important information which you need to be aware of prior to undertaking a fundraising event to benefit CCS.

WHO CAN FUNDRAISE FOR CCS

Fundraisers must be 18 years of age or older. Please note that if under 18 years of age, you will need written permission from parent/guardian.

USE OF CARRICKMACROSS NAME & LOGO

The name of a fundraising event must not have CCS in the title. The event may only use CCS name & logo to advise that the event will benefit CCS.

e.g. 'Title of the Event' to benefit Carrickmacross Cancer Society or
in aid of Carrickmacross Cancer Society

GENERAL INFORMATION

1. Approval to run an event must be requested from CCS. Equally, an approval to repeat an event must be requested from CCS. Fundraisers must inform CCS of any changes to the details of an event prior to the event taking place.
2. Every fundraising event must be run in accordance with all applicable laws. It is the sole responsibility of the Event Organiser to ensure that the event complies with all aspects of the law and with application requirements of CCS as set out in this document.
3. CCS will assist with an event only by way of offering advice and guidance. The overall running of the event, including expenses, promotion, insurance, record-keeping and management is the event organisers responsibility.
4. Insurance
   (a) CCS Insurance does not extend to external fundraising events – we would advise that prior to any event, fundraiser must seek independent insurance advice.
   (b) It is the responsibility of the Event Organiser to ensure that they have the appropriate insurance cover in place for each event.
5. Permits
   (a) All Event Organisers should contact their local Garda Station for guidance on any legal permits that you may require for any event.
   (b) If fundraisers are holding a raffle where sale of tickets is to the general public, outside of guests you may have at any event, they should contact local Garda Station to obtain a permit.
6. Sharing of Events, Information & Presentation (including photographs)
   CCS are happy to ensure that the good work of all fundraisers/donors is brought to the attention of the public. We generally share details of any event/donation, the actual event where relevant and the presentation of funds through our social media channels. This may also include photographs of events. It is important that fundraiser/donor make it clear to CCS if they wish any of this information to remain confidential.

7. Funds Raised
   (a) Online Fundraising ensures that revenue raised is received directly by CCS and no collection of funds post event needs to happen.
   (b) Fundraising should adhere to auditor requirements, where it is advised that a minimum of two (2) unrelated adults count and return the proceeds from the event.
   (c) Please note that all net proceeds from the event must be submitted to CCS within 30 days of completion of the event.
   (d) All funds should be lodged directly to CCS Bank A/C **IBAN IE51 AIBK 932035 03460048** **BIC AIBKIE2D** by way of cash, cheque or online platform. The alternative is that they should be given directly to CCS Treasurer or by post to CCS committee, **REGISTERED ADDRESS – Farthagorman, Carrickmacross, Co. Monaghan A81 NX88.** The use of third-party bank accounts is therefore not necessary.
   (e) All donations to CCS should be receipted by CCS only. No third-party receipts etc should issue. Therefore, it is important that a list of donors etc should be supplied to us at the earliest opportunity where this is relevant to allow us to issue receipts.
8. Attendance of Committee Members at any fundraising event may not always be possible. This is given the voluntary and part-time nature of the role and their other personal commitments However; the Committee will endeavour to have a representative at as many events as possible.
9. Presentation of Funds Events
   It is our policy that at least one CCS committee member attends all presentation events. Therefore, it is important that the fundraiser liaise with CCS in advance of publishing details of presentation events.