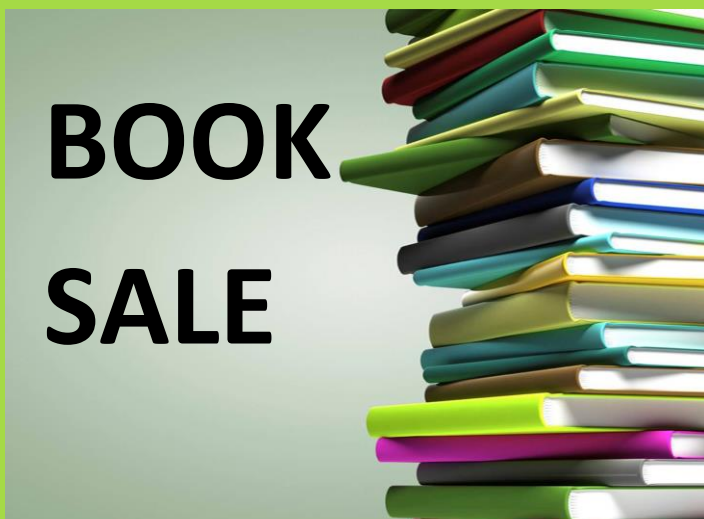


A GUIDE TO FUNDRAISING FOR NATIONAL WOMEN'S COUNCIL OF IRELAND



CALL US ON - 01 8787248

EMAIL – clairek@nwci.ie

Charity No: 11760



National Women's
Council of Ireland
Comhairle Náisiúnta
na mBan in Éirinn

FUNDRAISING FOR US

Fundraising on behalf of NWCI will not only help to increase our awareness and raise vital funds, but will give you, your family, friends, colleagues or community a chance to have some fun together!

Each event will contribute massively to achieving equal rights for women in Ireland and will help pave the way to a brighter future.

We will happily support you every step of the way with your event.

Whether you raise €5 or €1,000, your contribution and support is appreciated and will go a long way to helping us continue our work.

SO WHERE DO I BEGIN?

You are already flying it now that you have even thought about fundraising for us, so thank you! Here are some helpful hints to make sure your event goes smoothly and that you have fun while you are doing it.

1. Try to get a few helpers involved. Many hands make light work, so if you have family or friends who would like to help, get them on board! Whether you need organisers or people to sell tickets, the more help you have the easier and more successful it will be.
2. Choose your event. What are you good at? Can you bake? Would you like to take part in a sports event, such as the mini-marathon? Maybe you have a load of books, clothes etc. that you would like to get rid of. Whatever you decide to do, make sure it is something you'll enjoy.
3. Pick a date and a venue if necessary, giving yourself plenty of time to get ready.
4. Set your targets! How many tickets do you want to sell? How many prizes do you need? How many cakes do you want to bake? Think about local businesses that might sponsor your event to help keep costs at a minimum.
5. Talk to us today! Register your fundraising event with us, and we can help you with it. See the form at the end of this guide and post it or email it to us.
6. Advertise! Nowadays there are so many free ways to advertise your event, such as Facebook and Twitter. Talk to your local radio station and paper. Create some flyers or posters and distribute them in your area. The more the word spreads, the more people will show up!
7. If you need to sell tickets, aim to sell as many as possible before the event.
8. Make a checklist. It is good to have a list on hand of what you need, eg. what goes where, who is doing what, so you can tick it off as you go and make sure it all runs smoothly.
9. Ensure first aid, security and health and safety are all looked after.
10. Ensure that all legal, insurance and permit requirements are met.
11. Thank all your helpers, sponsors and participants. This personal touch will make everyone happy they helped, and will want to be involved again if there is a next time.
12. Share photos and details after your event to show how it all went.
13. Lodge the funds that you have raised, then sit back and be proud of what you have achieved!

GUIDELINES FOR FUNDRAISING

There are some legal guidelines to be noted when it comes to raising funds for charity.

Don't worry, nothing difficult!

If you are fundraising in a public place, you will require a permit from the Gardaí and sometimes you may need to check with local business owners/managers if it applies to a private property.

Small raffles within organisations like clubs or the workplace do not require any licences. Garda permits are required for the collection of cash in any public place, or if you are doing a public lottery/draw.

Also please bear in mind whether or not your event will need any insurance cover. We request that you take adequate public liability insurance cover for your event if required. NWCI can accept no liability for any claim which may arise during the course of fundraising events held on our behalf.

Also, if you wish to use our logo or charity number, please let us know in advance. Our registered charity number is 11760.

Please contact us if you need clarification on your event requirements. We are happy to help in any way we can.



HOW TO LODGE YOUR FUNDS

There are many ways to lodge the funds you have raised, so choose whatever is best for you:

1. Lodge the funds directly to our bank account:

Account Name: National Women's Council of Ireland

Address: Bank of Ireland, Baggot Street

Sort Code: 90-14-90 **Account No:** 51294598

2. Post us a cheque or postal order or pop into our office at:

National Women's Council of Ireland, 4th Floor, 2-3 Parnell Square East, Dublin 1

3. Set up your own charity page on **www.idonate.ie** where NWCI is a registered charity. This allows you to share your event with friends and family and colleagues who can sponsor you on your link, and the funds go straight to the charity. Totally hassle free for you!

FUNDRAISING FORM

NAME: _____

ORGANISATION (if applicable): _____

CONTACT ADDRESS: _____

DAYTIME CONTACT NUMBER: _____

EMAIL: _____

HOW CAN WE CONTACT YOU? _____

TYPE OF FUNDRAISING EVENT: _____

DATE EVENT IS ON: _____

LOCATION OF EVENT: _____

NUMBER OF EXPECTED ATTENDEES: _____

PROJECTED FUNDS RAISED: _____

ARE THERE ANY OTHER CHARITIES BENEFITING FROM THIS EVENT? _____

ARE YOU HAVING A STREET COLLECTION/PUBLIC RAFFLE? Yes _____ No _____

IF YES, HAVE YOU APPLIED FOR AND RECEIVED A GARDA PERMIT? Yes _____ No _____

HAVE YOU SUPPORTED THE NATIONAL WOMEN'S COUNCIL BEFORE? Yes _____ No _____

IF YES, PLEASE GIVE DETAILS: _____

**I declare that the information provided on this form is correct,
and that all proceeds raised from the event will be forwarded
to NWCI within six weeks.**

SIGNED: _____

DATE: _____

So call us now on 01 8787 248 or email Claire at clairek@nwci.ie to tell us about your fundraising event or fundraising idea. We can register your event, and make sure you get all the support you need.

We can help you set up your own online sponsorship page so that you can email about it or share it on your Facebook or Twitter page.

So for now, let us simply say a huge

THANK YOU

**and wish you the very best of luck with your
event from all of us here in
National Women's Council of Ireland.**

