



Society of St. Vincent de Paul

# Fundraising event

## application pack



[www.svp.ie](http://www.svp.ie)

# Fundraising for the Society of St. Vincent de Paul

Thank you for your interest in holding a fundraising event in aid of St. Vincent de Paul. Your time and effort is very much appreciated and will go a long way to help with the increasing calls for assistance that are met by the Society of St. Vincent de Paul every day. Since 2009 these requests for help have almost doubled.

SVP works with those in need every day of the year and fundraising events allow us to provide long-term support for those we help at home, in schools, prisons and in our community centres, hostels, social housing and creches.

We appreciate your time in completing this form. We hope it answers any of your queries that you may have, to make your Fundraising Event a happy and safe experience for you and your supporters.

There are a number of ways that you can get involved with fundraising.

- (a) You can create your own event or you can
- (b) Sign up to raise funds for an event being organised locally/nationally.
- (c) Sign up to an event being organised in aid of St. Vincent de Paul.

Suggested ways that may help with the successful running the event you are organising yourself:

## Set up a committee

This will bring together a host of people with various skills and resources.

## Select an event

Brainstorm about ideas making sure you pick a relevant event for your target audience. We also have a complete A-Z of possible fundraising ideas on our website [www.svp.ie](http://www.svp.ie).

## Select a date

Make sure you give yourself enough time to prepare for your fundraiser.

## Location

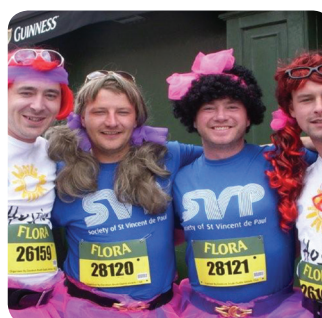
Your venue will need to be large enough to accommodate all the guests you intend to invite and also make sure it has all the facilities you require prior to your event.

## Plan

Make a plan of the event, from start to finish, ensure to have enough volunteers, refreshments, tickets, chairs, microphones etc

## Sponsorship

Friends/family/local businesses are usually happy to support a good cause.



## FUNDRAISING TERMS & CONDITIONS

This entire event pack sets out important information and terms and conditions for the holding of any event in aid of the Society of St. Vincent de Paul in Ireland ("SVP"). In this event pack, the person(s) seeking permission to hold a fundraising event on behalf of SVP are referred to as the "Event Organiser".

Before you get started you will need to complete an application form and ensure that you understand the Terms and Conditions associated with same.

There are a number of ways you can complete this form:

1. Download the PDF version of this form and send it directly to National Office or the Region you are fundraising on behalf of.
2. If you require a Fundraising Application pack sent directly to you please contact the National Office or the Region you are fundraising for.

## Fundraising application form

Please note the act of completing this form does not constitute any approval by SVP. Once SVP have administered your form we will contact you to authorise your event.

Please use BLOCK letters and tick where appropriate.

First Name:	Surname:
Address:	
Telephone No: (Landline)	Mobile No:
Email:	
Name of group/company planning event:	
Description of your group/company:	

## Fundraising details

Name of Planned Fundraising Event:
Date & Time of Fundraising Event:
Venue of Fundraising Event:
Brief Description of Event:
Expected Attendance:
Fundraising Target €:

## How are you raising funds?

Sponsorship:	<input type="checkbox"/>
Ticket Sales:	<input type="checkbox"/>
Ticket Price €:	_____
Street Collection*:	<input type="checkbox"/>
Raffle**:	<input type="checkbox"/>
Other (Please give details):	<input type="checkbox"/>

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\* An event which involves collecting money from the public will require a permit from An Garda Siochana.

\*\* Please note if raffle tickets are to be sold to the general public other than guests at your event you will need to contact your local Garda Station to obtain a permit.

## Have you previously fundraised for SVP?

If Yes provide details of the type of event:

Region event took place:

Date event took place:

Have you ever held an event similar to the one you are applying for now?

If yes please provide details:

## How SVP can help

SVP has a wide range of materials which can assist your event. Please specify your requirements below. When ordering please keep in mind the quantity you realistically need as it is costly for the Society to have these materials produced.

ITEM		QUANTITY
Balloons:	<input type="checkbox"/>	<input type="text"/>
Sponsorship Cards:	<input type="checkbox"/>	<input type="text"/>
Posters:	<input type="checkbox"/>	<input type="text"/>
Collection Buckets:	<input type="checkbox"/>	<input type="text"/>
T-shirt (Small):	<input type="checkbox"/>	<input type="text"/>
(Medium):	<input type="checkbox"/>	<input type="text"/>
(Large):	<input type="checkbox"/>	<input type="text"/>
(X Large):	<input type="checkbox"/>	<input type="text"/>
Running Vest:	<input type="checkbox"/>	<input type="text"/>

## Why did you Choose to fundraise for SVP?

Please tick which is appropriate:

Response to TV ad:

Response to Radio Ad:

Annual Appeal:

Previous help from SVP:

Other reason: \_\_\_\_\_

If you are happy for your reason to be published online and/or in any of our literature please tick this box:

**Please note SVP will not publish your name or details, without your prior approval**

# Information and Terms and Conditions

## Choose the SVP Region / Campaign you would like to run your Event for

Please refer to [www.svp.ie](http://www.svp.ie) to choose which Region / Campaign you wish your event to benefit. It is important to note that you must return this completed application form to this Region/National Office prior to holding your event for approval.

## Use of St. Vincent de Paul's name & logos

1. The name of your event must not have SVP in the title. The event may only use SVP name & logo to advise that the event will benefit SVP. To this end SVP are only a beneficiary of the event. For example "Title of Event" to benefit SVP or in aid of SVP.
2. Prior approval must be obtained from the Society of St. Vincent de Paul for any printed materials, media publications or advertisements associated with the event. If the fundraising event is a national event National Office must give this approval, otherwise approval must come from the Regional Office where the fundraising event is to be held.
3. You must contact Society of St. Vincent de Paul National Office or Regional Office (where the fundraising event is to be held) prior to the event to gain approval for the use of the SVP Logo. If approval is given by SVP we will provide the appropriate version of the logo. Please note that our logo must not be copied from other sources.

## Cash Handling and Banking

1. In your own interest and to adhere to auditor requirements, it is required that a minimum of two adults to count and return the proceeds from the event.
2. Please note that all net proceeds from the event must be submitted to SVP within 30 days of completion of the event. Please refer to SVP fundraising guide on details how to submit funds. You may donate the funds online/bank or to your local SVP. In accordance with best practice Under the 2009 Charities Act a full set of accounts of income and expenditure should be submitted with your return.

## General

1. Every fundraising event must be run in accordance with all applicable laws. It is the sole responsibility of

the Event Organiser(s) to ensure that the event complies with all respects of the law and with applicable requirements of SVP.

2. Approval to repeat an event must be requested from the SVP.
3. The SVP will assist with your event only by way of offering advice and guidance. The overall running of the event, including expenses, promotion, insurance, record-keeping and management is your responsibility.
4. SVP insurance does not extend to external fundraising events - we would advise that prior to your event you must seek independent insurance advice.
5. Please contact your local Garda station for guidance on any legal permits that you may require for your event.
6. If you are holding a raffle where the sale of tickets is to the general public, outside of guests you may have at your event, you should contact your Garda Station to obtain a permit.
7. With regard to door-to-door calls, you may only do so provided you know the resident and these calls are only conducted during daylight hours.
8. Regarding the sale of CDs, books, calendars and other similar items, ALL requests for same must have prior approval from the SVP region to benefit from the sale of the said item. Please refer to [www.svp.ie](http://www.svp.ie) and contact the Region directly.
9. Marketing & PR. SVP cannot provide Direct Marketing and PR for your event. You can create your own online event page on [www.svp.ie](http://www.svp.ie).
10. You must advise the Society of any changes to the details of your event provided on this form prior to the event taking place.

## Authority to fundraise for the Society of St. Vincent de Paul

### You must:

1. Be 18 years or over (if under 18 years of age, you will need permission from a parent / guardian)
2. Complete this application form and return to the SVP at least 30 days prior to the event.
3. Please do not advertise this event until you have received approval from SVP.

## Permits & Insurance

Please note that it is obligation of the Event Organiser to obtain all the necessary permits associated with the event. It is the responsibility of the Event Organiser to seek independent or prudent advice regarding any insurances that may be required to hold the event.

## Disclaimer

To the fullest extent allowed by law, the Event Organisers agree to:

- Release SVP from claims and demands of any kind arising from or related, directly or indirectly, to the fundraising event; and
- Indemnify and hold harmless SVP from any and all liability resulting from loss, damage or injury of any kind and in any way connected, directly or indirectly, with the fundraising event.

If, in the sole opinion of SVP, an Event Organiser does not, in advance of the event, obtain necessary or prudent insurance cover and/or any required permit for the event (from SVP or from any other person), SVP reserves the right to withdraw or decline any association with the event, without giving prior notice to the Event Organiser. If that happens, SVP may also publicise the fact that SVP is not in any way associated with or endorsing the event.

SVP's insurance does not apply to the fundraising event. In particular, it does not cover loss, damage or harm to any person organising, assisting with or participating in the fundraising event or to the property of any such person or any other person. Whether the fundraising event involves use of public parks, public areas or private property, SVP does not accept any responsibility for any damage that may arise from or be caused (directly or indirectly) by such fundraising event. We recommend strongly that Event Organisers seek independent insurance advice prior to organising an event.

## Signature & Agreement

- I am an/the Event Organiser. If there is more than one Event Organiser, I confirm that I have authority to sign and accept these terms and conditions and disclaimer on behalf of all other Event Organisers

Signature of applicant: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Signature of parent/guardian  
(if applicant is under 18) \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SVP would like to keep you up to date with our work/appeals/campaigns.

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

# thank you

## Your Help, Your Effort and Your Time Reaches Across Your Community

For official use

Please return completed form to Region  
which you intend to raise funds for  
Or  
SVP House,  
91-92 Sean MacDermott Street,  
Dublin 2.



Society of St. Vincent de Paul

Date application received

Region / Appeal Event being held

Event approved date

Material requested

SVP Member to attend event

SVP Member for Cheque Presentation

EVENT RECORD NO: