



FUNDRAISING FOR AGE ACTION

Thank you for your interest in fundraising for Age Action - we really appreciate your support!

We want your fundraising to be an enjoyable experience as well as being safe and legal, so please read our [fundraising event terms and conditions](#) before completing your [fundraising event registration form](#).

For advice on how to make your event a success please see our [Fundraising Guide](#).

And remember - we're always here to help!

If you need any further information we're just a phone call away on 01 4756989.

THANK YOU!



Age Action Fundraising Event Terms & Conditions

Authority to fundraise for Age Action:

Prior to organising and conducting a fundraising event in the name of Age Action, 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 registration form and submit it to Age Action at least 30 days prior to the event.
- Please do not make any announcements or publicise the event until Age Action gives you approval.

Registering your event with Age Action enables you to become an ambassador for our organization. As an Age Action ambassador you will play an integral part in raising awareness for our work, in addition to raising vital funds for our services. Therefore we ask all our fundraisers to comply with the [Guiding Principles of Fundraising](#) and [Age Action's fundraising event terms and conditions](#), outlined here.

Please ensure Age Action's terms and conditions are adhered to when raising funds:

- You will at all times represent Age Action with honesty, respect, integrity and accountability.
- Activities must be conducted in accordance with all applicable laws.
- Age Action is happy to offer advice and guidance for your fundraising activity, however, the overall running of the event (including expenses, promotion, record keeping and management) is ultimately your responsibility.
- Age Action's insurance cannot extend to volunteer events - we recommend you seek independent insurance advice if this is required.
- Before organising a public collection please contact your local Garda station for advice on permits.
- If you are organising a raffle where tickets are to be sold to people other than your guests you should contact your local Garda station for advice on public raffle licences.
- A copy of any permits/licences should be sent to Age Action in advance of your fundraising event in case we receive any enquiries about your legal authorisation to raise funds on our behalf.
- Door-to-door calls are only allowed if you know the residents and only be made during daylight hours.
- While you are raising funds, please have the following on your person at all times: your authorisation letter from Age Action, any relevant permits or licences required and valid personal identification.
- If you plan to solicit contributions, sponsorship, or in-kind gifts from businesses, please provide us with a list of potential business sponsors for review and approval prior to approaching. A list of all goods and services donated by companies should also be submitted when you are lodging money.
- Please advise us of any changes to the details in your event registration form prior to the event.
- Any promotional materials, press releases, radio scripts etc. that mention Age Action and/or our services are approved in advance by the Fundraising Team in Age Action.

- Keep in regular contact with the fundraising team in Age Action, as we can offer advice and support.
- Please request in advance if you would like a representative from Age Action to attend your event.
- All collection buckets and sponsorship cards (used/unused) must be returned to Age Action upon completion of the event by the date agreed in your fundraising event application form.
- To comply with auditor requirements and preserve the integrity of the fundraiser, it is required that at least two people are involved with the counting and remitting of proceeds from fundraising events.
- All money raised should be returned to Age Action by the date agreed in your fundraising event application form by post, phone, online transfer or by visiting your nearest Age Action office.
- Please notify the Age Action fundraising team if you expect any delay in the expected return date for any money raised and/or fundraising materials.

A full copy of the Guiding Principles of Fundraising can be found on Age Action's website. If you have any questions in relation to our terms and conditions, please contact the Age Action Fundraising Team at 01 4756989.

Remember: We want you to enjoy your fundraising activities and stay safe! Age Action can accept no liability for any loss, damage or injury caused during the event you undertake. Age Action'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. You should seek independent insurance advice prior to organising your event. 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.

Disclaimer: The Fundraiser agrees to release Age Action 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 Age Action or its agents. Age Action reserves the right to terminate the agreement relating to an event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of their fundraising event terms and conditions.

Agreement and Signature:

Yes, I have read Age Action's fundraising event terms and conditions and I agree to hold my fundraising event in accordance with them and all applicable laws.

Yes, I agree Age Action will receive all revenue from the event by the agreed date in my registration form.

Yes, I agree that all publicity for the event must be approved by Age Action prior to release / publication.

Fundraisers Signature: _____

Date: _____