

**Fundraising Guidelines**

Before you get started organising your fundraising event, we encourage you (the Fundraiser) to read the following guidelines and to understand the Terms and Conditions associated with fundraising in aid of Barnardos. We want to ensure that your event is as successful as possible, as well as being safe and legal.

* All fundraisers must comply with the rules and regulations for collecting and fundraising as set out by the [Charities Regulator](https://www.charitiesregulator.ie/en). The fundraiser must comply with the legal requirements which may relate to their fundraiser.
* Barnardos require you to complete and return a copy of our fundraising questionnaire to get started. Our community fundraiser Jo Garry at [fundraising@barnardos.ie](mailto:fundraising@barnardos.ie) will be happy to help.
* Please note that collecting money in public requires a Garda permit. If you are organising a raffle, you may require a licence. If you are unsure whether you need permission for something, get in touch. Our fundraising team can advise you on what you’ll need. Contact us at [fundraising@barnardos.ie](mailto:fundraising@barnardos.ie)
* Barnardos does not permit supporters to collect door to door.
* If you running an event in a school, company or institution, permission should be granted by them to allow you host your fundraiser.
* Any advertising materials you use should say ‘In aid of Barnardos’ and state Barnardos registered charity number (RCN 20010027). The use of the Barnardos logo must be approved by Barnardos in order to ensure compliance with our brand guidelines.
* Cash raised should be counted by two people and may be lodged to the Barnardos account, details of which can be supplied on request. Please remember to take care of your own personal security when counting cash.
* All funds raised should be transferred to Barnardos once the event has been held. We will then issue a letter of receipt, which can be shared with your supporters.
* Fundraising materials supplied by Barnardos should be returned after the event, where practical.
* Barnardos cannot accept liability for any loss, damage or injury suffered by you or anyone else as a result of taking part in or attending a fundraising event.
* Be sure to take health and safety, fire safety and first aid into consideration when planning an event. Your arrangements must make provision for people with disabilities.

If you have any questions, please contact us at [fundraising@barnardos.ie](mailto:fundraising@barnardos.ie) or on 01-453 0355.

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4 Christchurch Square, Dublin 8 | T: 01 4530355 | E: [fundraising@barnardos.ie](mailto:fundraising@barnardos.ie) |www.barnardos.ie RCN 20010027