



Please note:

- Completing this Event Proposal Form does not imply authorisation from DeafHear to undertake the event on its behalf.
- Please print clearly in BLOCK letters and ✓ where appropriate.

Organiser Details:

Contact Name: (Title)	(First Name)	(Surname)
Name of group/company planning event (if applicable):		
Address:		
Tel: (Day)	(Evening)	(Mobile)
E-mail:		
Brief description of your organisation (if applicable):		
Does your company operate a Gift Matching scheme for employees who undertake fundraising or volunteering activities?		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know		
If yes, please provide details of this scheme:		
Will you be adding details of the event to a website, social networking or My Charity fundraising page?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide web address:		
Don't forget to add us on Facebook and Ammado!		
<i>To comply with auditor requirements and to preserve the integrity of organisers, it is required that at least two people are involved in the counting and remitting of proceeds. Please provide name and address of nominated individuals:</i>		
1. Name:		
Address:		
2. Name:		
Address:		



Events Details:

Name of Proposed Event:		
Date of event:	Time:	Location:
Address:		
Description of proposed event:		
How will the funds be raised?		
<input type="checkbox"/> Corporate Sponsorship <input type="checkbox"/> Individual Sponsorship <input type="checkbox"/> Ticket sales (Proposed amount per ticket €____) <input type="checkbox"/> Street Collection* <input type="checkbox"/> Raffle* <i>(If tickets are to be sold other than to your guests you should contact your local authority for advice. All lotteries must comply with the law.)</i> <input type="checkbox"/> Auction <input type="checkbox"/> Sale of Goods <input type="checkbox"/> Other (please provide details): _____		
*Any event involving collections from the public requires a permit from an An Garda Siochana which must be obtained through DeafHear.		
Expected attendance (if applicable):		
Estimated Revenue: €	Estimated Expenses: €	Estimated Net Proceeds: €
Have you formed a committee to help organise this event? Yes <input type="checkbox"/> (please attach names & contact details) No <input type="checkbox"/>		
Has this event taken place for DeafHear before? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details:		
Are there any other beneficiaries besides DeafHear? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide details:		

Sharing your story (optional):

Stories in the media can be an effective way to raise Deaf awareness. If you are happy to share your reason for holding an event, please complete the section below. (Continued on next page...)

Please share your reason for holding an event:



Resources required from DeafHear:

(Please note: we will do our best to provide you with all the items you request, however some items are subject to availability)

Please supply me with:

Item	Quantity	Unit Price	Total Price
Sponsorship Cards		No charge	
Brochures		No charge	
Collection buckets		No charge	
Stickers		No charge	
Balloons		No charge	
Blank Posters		No charge	
T-shirts - Small		<i>(PLEASE NOTE: It costs DeafHear almost €5 to cover the manufacturing of each t-shirt. We appreciate your consideration when ordering quantities. Thank you!)</i>	
- Medium			
- Large			
- Extra Large			
		TOTAL:	

Do you require a DeafHear representative at your event? Yes No

Please note: A representative from DeafHear may be available to attend your event, however we'll need plenty of notice. Determination for representation will be based upon staff availability and date of event.



Thank you for your interest in fundraising for DeafHear - we really appreciate your support.

We have put together these guidelines for individuals, organisations and other groups that would like to hold an event benefiting DeafHear. We want your fundraising to be an enjoyable experience as well as being safe and legal, so please read these guidelines before completing the Fundraising Event Proposal Form.

And remember - we're here to help. If you need any further information we're just a phone call away on 01 8175713.

Authority to fundraise for DeafHear

Prior to organising and conducting a fundraising event in the name of DeafHear, 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 Proposal Form and submit this to DeafHear at least 30 days prior to the event. If your event is approved, we'll send you an authorisation letter to fundraise on our behalf. Please do not make any announcements or publicise the event until DeafHear gives approval.

Fundraising for DeafHear

The event must be conducted in accordance with all applicable laws.

- DeafHear is happy to offer advice and guidance for coordinating your event, however, the overall running of the event, including expenses, record keeping and management, is ultimately the Fundraiser's responsibility.
- DeafHear insurance cannot extend to volunteer events - we recommend you seek independent insurance advice.
- Please advise DeafHear of any changes to details provided in the Fundraising Event Proposal Form prior to the event.
- Events involving collections from the public require a permit from an An Garda Síochána which must be obtained through DeafHear for example if you're holding a table quiz and as part of the event you want to sell tickets for a raffle, then the raffle requires a permit but the table quiz does not.
- Door-to-door calls are only permissible if you know the residents and should be made during daylight hours.
- 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 be submitted when making final remittance to DeafHear.
- Approval to repeat an event must be requested each year from DeafHear.
- The Fundraiser must not approach celebrities for support without prior approval.

Financial aspects of the event

To comply with auditing requirements and to preserve the integrity of the organiser, it is required that at least two people are involved with the counting and remitting of proceeds.

- All net proceeds must be submitted to DeafHear within 30 days of the conclusion of the event. This requirement is also necessary to comply with collections held under An Garda Síochána permits.
- Please do not send cash through the post.
- If supporters would like individual receipts, please provide a list including name, address, telephone number, e-mail and donation amount.

Use of DeafHear names and logos

- In naming the event 'DeafHear' should not be used in the title, but as beneficiary of the net proceeds. For example: '(Event Name) to benefit DeafHear.ie'.
- Prior approval must be sought from DeafHear for any printed materials, advertisements, media materials and releases associated with the event.
- Prior approval must also be sought from DeafHear for any materials using the DeafHear logo. If approved, we will provide a high resolution version of the logo - please do not copy it from other sources.

Disclaimer:

We want you to enjoy your fundraising activities and stay safe! DeafHear can accept no liability for any loss, damage or injury caused during the event you undertake. DeafHear'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. 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.

The Fundraiser agrees to release DeafHear 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 DeafHear or its agents.

DeafHear reserves the right to terminate the agreement relating to the Event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions.

Agreement and Signature:

- Yes, I agree to hold my fundraising event in accordance with the terms and conditions of DeafHear's Fundraising Guidelines attached and all applicable laws.
- Yes, I agree DeafHear will receive all revenue from the event within 30 days of the event.
- Yes, I agree that all publicity for the event must be approved by DeafHear prior to release/publication.

Signature of Applicant:	
Print Name:	Date:
Signature of Parent/Guardian (if applicant under 18 years of age):	
Print Name:	Date:

Would you like to be kept up-to-date with any new initiatives or developments and receive information regarding our fundraising events and activities? Yes No

A huge THANK YOU for offering to organise an event in support of DeafHear.
We look forward to contacting you regarding your fundraising initiative.

Please return completed form to: DeafHear
35 North Frederick Street
Dublin 1

E-mail: fundraising@deafhear.ie

Fax: 01 8723816

To contact a member of our Fundraising team, Call 01 8175713

OFFICE USE ONLY:

Ref. No.:	Date Processed:	Processed by:
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