



# Fundraising Rules

## **I. Authority to fundraise for the Benevolent Fund**

All fundraising activities undertaken by or on behalf of the Pharmacy Benevolent Fund ("Benevolent Fund") must be approved in advance by the Board of Directors. Approval to repeat an activity must be requested each year from the Benevolent Fund.

It is not necessary to get retrospective approval where a decision is made after an event such a class reunion to donate any surplus to the Benevolent Fund.

To ensure time for the relevant approval to be obtained, details of the activity must be sent to the Benevolent Fund in advance, ideally at least 30 days before it is due to take place.

No announcements or activities to publicise the activity specifically referring to the Benevolent Fund must take place until the Board gives approval.

Fundraising activities undertaken by or on behalf of the Benevolent Fund must be conducted in accordance with all applicable laws.

## **II. Requirements for fundraising activities initiated by Benevolent Fund**

### **Supervision by a director**

Each fundraising activity initiated by the Benevolent Fund will be personally supervised by a nominated director on behalf of the Board. That director will keep the Board fully briefed on progress with the activity, including a final report after the activity has taken place with details of contributors/sponsors, costs, income, final surplus and any recommendations for future activities.

### **Contributors/sponsors**

The director will ensure that contributions, sponsorships, or in-kind gifts are appropriate and only solicited and accepted from appropriate individuals, organisations and companies. In the event of doubt as to what is appropriate, the advice of the Board will be sought.

### **Acknowledgement of support**

With the exception of donations received at an event by way of a raffle or draw entry, all contributions, sponsorships etc must be acknowledged in writing at the activity or event, for example on posters, menus etc and as appropriate on the website and in post-event publicity.

Where a contribution/sponsorship has been promised but not received at the time the activity takes place, the director overseeing it must be reasonably satisfied that the commitment will be honoured prior to acknowledging the sponsor in the course of the activity. This is particularly important if the contribution has been arranged by someone other than the director.

Thank-you letters must be sent to all contributors/sponsors after the activity or event. This does not apply to the Annual Members Draw where receipts are not provided, unless specifically requested.

### **Cash handling and banking**

All materials sent to potential contributors/sponsors must ask for contributions/sponsorships to be paid in advance by cheque sent to the Administrator or by bank transfer to the Benevolent Fund's current account with a remittance note sent to the Administrator.

The director assigned to supervise the activity will oversee the receipt and lodgement of any funds received in connection with it. If the funds are received by or sent directly to the director (rather than to the Administrator), he or she will lodge the relevant cheques and cash to the Benevolent Fund current account within 2 weeks, forward a detailed breakdown (names of donors, individual amount paid, cash or cheque) to the Administrator and retain a copy of the bank lodgement slip.

Insofar as is practical, all payments of costs relating to the activity must be made by Benevolent Fund cheque. Any necessary personal expenditure by a director or officer in association with the activity will be reimbursed upon submission of a detailed expense claim.

## **II. Requirements for third party fundraising activities in aid of Benevolent Fund**

### **Responsibility for activity**

The overall running of the activity, including expenses, promotion, record keeping and management is ultimately the responsibility of the person organising it. Depending on the nature of the activity and subject to the agreement of the Board, the Benevolent Fund may be able to provide some assistance but this will not be possible in all cases due to limited resources.

The Board or President may nominate a director to liaise with the activity organiser.

The Benevolent Fund does not have the resources to provide direct PR and marketing support for third party activities but is happy to provide background information about its work and if requested, a speaker to talk about the Benevolent Fund at an event (subject to availability), which will typically be the President or another director.

### **Raffles**

If a raffle is being held at a third party event where tickets are to be sold to people other than those attending the event, a permit may be required. The event organiser should contact their local Garda station for advice. The Benevolent Fund does not accept any liability in the event of the organiser failing to get the necessary permit.

## **Use of Pharmacy Benevolent Fund name & logo**

The name 'Pharmacy Benevolent Fund' must not be used in the title of the activity or event but it may be used as beneficiary of the net proceeds. For example: '(Activity/Event Name) in aid of the Pharmacy Benevolent Fund'.

Prior approval must be sought from the Benevolent Fund for the use of the Benevolent Fund logo in any materials. If approved, the Benevolent Fund will provide a high resolution version of the logo in colour or black and white as applicable. The logo should not be copied from other sources.

The Board reserves the right to request the event organiser to submit for approval any printed materials, advertisements, media materials and releases to be used associated with the activity that specifically refer to the Benevolent Fund.

## **Contributors/sponsors**

If the third party activity organiser plans to solicit contributions, sponsorship, or in-kind gifts from businesses, a list of potential business sponsors should be provided to the Benevolent Fund for review and approval prior to approaching. A list of all goods and services donated by businesses should be submitted when making final remittance to the Benevolent Fund.

## **Cash handling and banking**

To comply with auditor requirements and to preserve the integrity of the organiser, it is required that all monies collected as far as is reasonably possible must be counted in the presence of the activity organiser or another independent person and duly witnessed.

The proceeds of the activity or event must be submitted to the Benevolent Fund within 2 weeks of the receipt of such proceeds. The funds should be remitted by cheque sent to the Administrator or by bank transfer to the Benevolent Fund's current account with a remittance note sent to the Administrator.

## **Limit of Benevolent Fund's Liability**

The Benevolent Fund does not provide insurance for third party fundraising activities.

The Benevolent Fund can accept no liability under law for claims and demands of any kind relating to third party fundraising activities, nor any 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 the Benevolent Fund, its directors or officers.

## **Right of Benevolent Fund to withdraw**

The Benevolent Fund reserves the right to terminate its association with a third party fundraising activity at any time if it appears that there is a likelihood of the organiser failing to adhere to any of the above requirements.