

# What do I need to consider as a fundraiser?

## Permits

Remember that you might need a permit, particularly if you are holding a collection in a public place, organising certain types of raffle, or providing live music or alcohol (note that this is not an exhaustive list). These take time to process, so plan ahead and contact the local Garda station/PSNI station and local authority in advance to find out if you'll need one. Fundraising on private property will require permission from owners or managers.

## Risks

Make sure that your event doesn't inadvertently pose a risk to others. Consider the safeguarding of children, and adults who may be vulnerable. Do a risk assessment of the event to identify hazards and develop plans for how the risks will be addressed.

## First Aid

- Make sure to have an up-to-date first aid kit available for all events, as well as details of the nearest doctor if there is a medical emergency.
- If you are organising a larger event, consider getting advice from voluntary organisations such as the Irish Red Cross or St. John's Ambulance on what type of cover you might need.

## Photos

- If you are taking photos, have people been asked for their permission (or that of parents/guardians for children), and are they aware of how the photos may be used and shared after the event? Always check if you intend to share their photo on social media.
- If sharing photos with Trócaire, bear in mind that Trócaire cannot use photographs of anyone under 18 unless accompanied by consent from a parent/guardian

## Food

If you are planning to provide or sell food at your event, don't forget to think about food safety. Visit the website of [The Food Safety Authority of Ireland](#) for guidance on food preparation, cooking, storage and display.

## Children

- If there will be children at your fundraising event, it is important to ensure that parents/guardians have given permission for their children to be involved, and that there is adequate supervision in place.
- There should always be a minimum of two adults present in a safe and secure environment. A general guide might be one adult to eight children (over the age of three years), however this may need to be increased depending on the age of the children, the type of activity, and any special needs.
- Consider the importance of gender balance of the supervision, especially if fundraising with a mixed group of children.
- Consider what the protocols will be if a child were to go missing.
- Remember that anyone under 18 years of age is a child and falls under relevant legislation. See [Children First](#) in the Republic of Ireland and [Co-operating to Safeguard Children and Young People](#) in Northern Ireland.

## Venue

- Make sure your venue is fit-for-purpose, accessible, has appropriate facilities and has adequate safety and security procedures in place. What is the venue's capacity?
- Are there fire extinguishers, are the fire exits useable and is everyone aware of their location? What are the procedures if a venue has to be evacuated in an emergency?
- If you are holding an event on a licensed premises, children may not be allowed in the bar; different rules will apply depending on the age of the child, the time of day and whether the child is accompanied by a guardian – make sure you are aware of these and plan accordingly with the venue management.

## Insurance

- Have you thought about insurance? You might need it! Your venue may already have this, or else it may be something that needs to be budgeted – be sure to seek independent insurance advice and ensure it is in order before proceeding.
- Unfortunately, Trócaire insurance won't extend to cover your fundraising event and Trócaire cannot accept any liability for any claim that may arise during your fundraising.

## Cash

- Think of safety and security when collecting, handling, carrying, counting or storing any money raised.
- Only adults should have overall responsibility for money. It is suggested that two adults together be responsible for this.
- If you are doing a cash collection, all collectors must be over 14 years of age, and must be done in a group with supervision.
- Do you know where you will be storing the money you raise before it's donated?
- Please note that you cannot use fundraised money to offset the costs of your event or fundraiser.

## Publicity

- Publicise your event by using flyers, posters, social media, local media, and good old-fashioned word of mouth.
- It should be clear that you are fundraising "in aid of" Trócaire.
- Trócaire's charity number must be present on all fundraising collateral.
- Please get in touch with us if you wish to use Trócaire's name and/or logo on your materials as this requires prior permission.

**Remember, the above is intended as guidance only. Your fundraising event should be safe, enjoyable and undertaken in accordance with all relevant legal, insurance and permit considerations. If you have any questions on permissions, permits or restrictions please give us a call. We are here to help!**