



Fundraising Guidelines

Thank you for your interest in fundraising for Muscular Dystrophy Ireland (MDI) – 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 Muscular Dystrophy Ireland. 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 way on 01 6236414.

Authority to fundraise for Muscular Dystrophy Ireland

Prior to organising and conducting a fundraising event in the name of MDI, 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 MDI at least 10 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 MDI gives approval.

Fundraising for MDI

- The event must be conducted in accordance with all applicable laws.
- MDI 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 Fundraisers responsibility.
- MDI insurance cannot extend to volunteer events – we recommend you seek independent insurance advice.
- Please advise us of any changes to details provided in the Fundraising Event Proposal Form prior to the event.
- Events involving collections from the public require an An Garda Siochana permit which must be obtained through MDI.
- If you are organising a raffle where 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.
- 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 MDI.



Financial aspects of the event

- To comply with auditor 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 MDI within 30 days of the conclusion of the event. This requirement is also necessary to comply with collections held under An Garda Síochána permits.
- All proceeds remitted must be accompanied by a copy of the authorisation letter. Please do not send cash through the post.
- If supporters would like individual receipts, please provide a list including name, address, telephone number, email and donation amount.

Use of MDI name and logo

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

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