



Dublin Simon Community
1-2 Cope Street
Dublin 2
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Email: fundraising@dubsimon.ie www.dubsimon.ie
Serving Dublin, Kildare, Wicklow and Meath

Fundraise for Dublin Simon Community

Thank you for choosing Dublin Simon Community for your proposed Fundraising Event. Please fill out this form, giving as much information about your fundraising initiative as possible. Then sign and date where indicated the end. It is necessary to have full permission from the Dublin Simon Community fundraising team.

Once we receive your form, we will authorise your proposed fundraising activity in aid of Dublin Simon Community and you will receive an official Letter of Authorisation for the event.

Required Contact Details:

Contact Name(s): _____ Organisation (if applicable): _____
Phone Number: _____ Email Address: _____
Postal Address: _____

Have you ever raised funds for Dublin Simon Community before? Yes No

If 'Yes' please specify how you raised these funds: _____

Can Dublin Simon Community contact you further regarding fundraising? Yes No

If 'Yes' what methods would you prefer to receive this information?

Phone Email Post

Event / Project Details:

Event / Project Name: _____ Event / Project Date: _____
Location _____ Start Time & Duration: _____
General Description: _____

Your fundraising target: _____

Will all income generated be donated to Dublin Simon Community? Yes No

If 'No' please specify how funds will be allocated: _____

Please outline how the event / project will be promoted: _____

Branded Materials:

Please outline what Dublin Simon Community materials you might need:

T-Shirt: Quantity _____ Size _____ Collection buckets: Quantity _____

Sponsorship cards: Quantity _____ Selfie frames: Quantity _____

What date will the above items be returned (excluding t-shirts)? _____

Please outline how your chosen branded items will be used: _____

Dublin Simon Community Fundraising Procedures

Registering your event with Dublin Simon Community enables you to become an ambassador for the organisation, and therefore you must comply with the [Guidelines for Charitable Organisations on Fundraising from the Public](#). As an ambassador of Dublin Simon Community you will play an integral part in raising awareness for the work undertaken by the charity.

Please ensure the following:

- You represent Dublin Simon Community with honesty, respect, integrity and accountability.
- Any promotional material, press releases, radio scripts etc. that will mention Dublin Simon Community and its services need to be approved by the Fundraising Team in Dublin Simon Community.
- Keep in contact with the fundraising team in Dublin Simon Community as we can offer advice and support.
- Please request in advance if you would like a representative from Dublin Simon Community to attend your event.
- All collection buckets (if handed over) must be returned to Dublin Simon Community within two weeks of event completion.
- All money fundraised should be returned to Dublin Simon Community as soon as possible by post, online transfer or a visit to the fundraising office in Cope Street.

Regulations:

- Please ensure you have the relevant license or Garda permit for any public or door to door collections.
- Please have on your person an authorisation letter from the charity during your fundraiser.

Please sign below to confirm that the information you have provided is true, to the best of your knowledge and that you agree to the above fundraising procedures.

Signature:

Date Signed:

