


Revision 00	FUNDRAISING GUIDELINES AND PROTOCOLS POLICY			
Policy No. FRC-PO-06				
Location: MS Therapy Centre		Review 28/02/17	Review 28/02/18	Review 28/02/19
		Review 28/02/20	Review 28/02/21	Review 28/02/22

MS North West Therapy Centre Fundraising Guidelines and Protocols

1. Purpose

To ensure any fundraising activities carried out on our behalf are in line with the Statement of Guiding Principles for Fundraising (ICTR). The purpose of this document is to show transparency and accountability towards our funders, people who donate to us and meet the demands and expectations of the Charities Regulatory Authority (CRA).

These guidelines and protocol outline the requirements stipulated by MS North West Therapy Centre for any person who wishes to undertake fundraising in the name of our organisation.


The MS North West Therapy Centre is a non-government, charitable organisation, governed by a Voluntary Board of Directors, whose aim is to promote quality of life for people living with Multiple Sclerosis and other related neurological conditions. We provide essential services such as Physiotherapy, Hydrotherapy, Oxygen Therapy, Holistic Therapies, Social Worker and Counselling services to our clients who attend for day services 5 days per week. In addition, we have 'Woodhaven' which is an accessible and supported holiday facility of the MS North West Therapy Centre. An additional fundraising stream is provided by our charity shop Essential Seconds situated in the Wine St Car Park.

There is an expectation that all people who represent our organisation will present themselves in a professional manner at all times and conduct their activity in such a way to inspire confidence, trust and respect in the organisation.

Please take a moment to read through the MS North West Therapy Centre fundraising guidelines and protocol. This document outlines your responsibility as a fundraiser, to ensure your activity meets with fundraising regulations.

We at the MS North West Therapy Centre are extremely grateful to all persons involved in organizing and running events on our behalf. Without your help, the MS North West Therapy Centre could not continue to provide essential services to people with MS and other related conditions. **Please note, this document exists to provide a guideline for you as an organizer of**

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your event and does not intend to question the integrity or trust of any person fundraising on our behalf.

What you need from the MS North West Therapy Centre

Proposal to Fundraise

A signed Proposal to Fundraise form (FRC-PO-01) and its acceptance by the MS Therapy Centre is a requirement that the MS North West Therapy Centre approves and authorises your fundraising activity. Once approval has been confirmed, these guidelines will form the basis of the terms and conditions of the MS North West Therapy Centre fundraising activity.

How the MS North West Therapy Centre can help you

Once your fundraising activity has been approved, a member of the Fundraising Committee will keep in touch with you and your progress.

The MS North West Therapy Centre may be able to assist in the following:


- Listing your event on our website or social media pages
- Charity Tax receipts for you to give to donors
- MS North West Therapy Centre representative to attend your event (dependent on availability)
- Assist with compiling your fundraising kit which includes posters, collection boxes etc.

The MS North West Therapy Centre will NOT be able to provide the following:

- Reimbursement for any expenses incurred
- MS Centre employees to help coordinate or run the event
- Any other general assistance in organising and marketing your event
- Applications for permits, licences, or insurances required (these are the responsibility of the fundraiser)
- Prizes or raffle items

Any promotional materials you may wish to create for your fundraising event MUST be approved by the Fundraising Committee.

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Any use of the MS North West Therapy Centre, name or charity number will need approval from the Fundraising Committee before your materials are made public.

Your responsibility as a Fundraiser

You will be representing the MS North West Therapy Centre and its services to your Community. It is your responsibility to manage and coordinate your fundraising event, budget, finances, prizes, publicity and/or goods and services required to run the activity.

It is important to realise that your fundraising activity is not an MS North West Therapy event, but a fundraising activity to raise funds for the MS North West Therapy Centre. You must make this clear when writing correspondence or promoting your community fundraising event. You must choose any of the following phrases:

"Proudly supporting the MS North West Therapy Centre and its services"

"Proceeds raised will go to support the MS North West Therapy Centre and its services"

Other items to take into consideration:


- If you require receipt books, keep them in a safe place at all times and they must be returned to the MS North West Therapy Centre at the end of your fundraising event.
- You will need to consider whether you need insurance to cover your fundraising event to protect both yourself and your participants.
- You are responsible for generating your own publicity. Any media releases will need to be approved by the MS North West Therapy Centre.
- It will be your responsibility to obtain any Garda permits, alcohol licence, food or other permits for your fundraising event and you must abide by all legal regulations.

Values and Principles underpinning this Policy

MS North West Therapy Centre representatives have a responsibility to conduct themselves in such a way as to demonstrate the values of the organisation which are:

- Integrity

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- Accountability
- Communication
- Respect
- Best informed practice
- Commitment
- Positive attitude

People acting on our behalf are also responsible for supporting our Mission Statement and be mindful of the philosophy of working within the charity sector. This philosophy refers to the need to understand the limited resources available within the organisation and that we are a service organisation, whose responsibility is to allocate monies fundraised where it is primarily needed to meet the needs of the clients we serve.

All people conducting fundraising on our behalf will do so in such a way as to exemplify the highest standards of conduct. This includes the following behaviour:

- courtesy and respect for everyone
- openness and honesty
- refraining from using inappropriate or offensive language or gestures
- exercising reasonable care and discretion
- observing any laws or ethical accountabilities applicable
- refraining from any form of bullying, harassment or discrimination
- Using the resources of the MS North West Therapy Centre, efficiently and only for professional purposes.
- Adhering to appropriate child protection requirements
- Opposing any form of discrimination against employees, members or volunteers based on race, religion, sex, political views, age, disability and marital status.

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