

Revision 00	PROTOCOLS FOR FUNDRAISING IN THE NAME OF MS NORTH WEST THERAPY CENTRE			
Policy No. FRC-PO-05		Review 28/02/17	Review 28/02/18	Review 28/02/19
Location: MS Therapy Centre		Review 28/02/20	Review 28/02/21	Review 28/02/22

Protocols for fundraising in the name of the MS North West Therapy Centre

The MS North West Therapy Centre appreciates the support of all individuals who wish to undertake fundraising activities on behalf of the organisation. However to manage risk and organisational liability, it is necessary for all individuals to follow a protocol as outlined below:

- Provide written information (using fundraising proposal form) to the MS North West Therapy Centre regarding the nature of the fundraising activity and the date/s on which the activity will take place. (Completion of the fundraising proposal form will exclude the MS North West Therapy Centre from any responsibility or liability for any injury which may result from the activity.)
- Agree to uphold the values and principles prescribed in this protocol
- Agree not to take any action or display any behaviour which may damage the reputation, brand and/or credibility of the MS North West Therapy Centre.
- Provide all funds raised from the activity directly to the MS North West Therapy Centre administrator to lodge directly to bank account.
- All funds raised inclusive of total expenses (with receipts) must be sent to the MS North West Therapy Centre within one month of the fundraising event.
- If you are able to deposit funds directly into the MS North West Therapy Centre Fundraising account, please contact the administrator/accounts department to obtain all banking details. Description of each deposit amount must recorded using the event name. e.g. Sligo MS Cycle June 14.

I understand and agree to abide by the values and principles outlined in this document and to the protocols above.

Name: _____ Date: _____

Date: _____