

JIGSAW Young people's health in mind

FUNDRAISING PROPOSAL FORM

Thanks so much you for your interest in fundraising for Jigsaw – **we really appreciate your support.**

We want your fundraising for Jigsaw to be a **fantastic experience**. We also need to be sure it meets all the necessary safety and legal requirements.

Take a read of our guidelines, complete this form, with as much information on your fundraising plans as possible, and return it to us either via email to fundraising@jigsaw.ie or by post to **Fundraising Department, Jigsaw, 16 Westland Square, Pearse St, Dublin 2.**

When we have received this completed form, we'll buzz you to chat through your plans. Once we have ok'ed your fundraiser we'll send you a **Fundraising Authorisation Letter*** and **Fundraising Pack**.

*We do ask that you don't do any announcements or publicise your fundraiser until we have issued you your letter & fundraising pack.

JUST A FEW BRIEF FUNDRAISING GUIDELINES...

- **Fundraiser management:** We are delighted to offer you advice and guidance around planning your event, however the overall running of your fundraiser including PR, event management and expenses are your responsibility.
- **Fundraiser PR:** Please inform us, in advance, of any PR you are planning to do.
- **Logos:** If you would like to use our logo, we will send you a high resolution version, just ask!
- **'In Aid Of':** Please don't use our name in the title of your fundraiser e.g. *Jigsaw Fashion Show*, as its best to say we are the beneficiary of the proceeds raised. For example *'Fashion Show in aid of Jigsaw*.
- **Proofing materials:** A final proof of your promotional materials which have our logo / name on it must be sent to us for final approval. This is so that we can ensure all our stuff looks the same across all our fundraising activity.
- **Sponsors / Corporates:** Please let us know of approaches / requests you plan to make to companies for donations, sponsorship or for prizes / draws etc. Just in case we have asked them for something too!
- **CD's / Calendars / Event Tickets / Sales based fundraisers:** If you're planning to produce and sell CD's, Books, Calendars etc. or to sell tickets as your fundraiser you are solely responsible for their production, promotion and selling. We don't sell such items and they are not permitted to be sold in our hubs. We also don't take any liability for any financial loss that may arise from their production (Sorry ☹).
- **Jigsaw Branded stuff:** We have a limited number fundraising branded materials which we will be happy to send you to help with your fundraising (sponsor cards, posters, pens, t shirts, balloons etc.) if they are in stock.

FINANCIAL & LEGAL STUFF...

- **ID:** Can you please send us a copy of your ID with this form (e.g. drivers licence, passport, student card etc)
- **Legal:** All your fundraising activities must be in accordance with all applicable laws.
- **Insurance:** Jigsaw's insurance **does not** extend to volunteer events, so we recommend you seek independent insurance advice.
- **Permits:** Some fundraising involving either cash, or non-cash collections, from the general public may require a Garda permit, for which you can apply at your local Garda station. Don't hesitate to contact us if you have any queries.
- **Cash handling:** To ensure you limit risk, at least two people should be involved with counting, handing over or banking of the proceeds raised.
- **Handing over funds raised:** It would be great if all funds raised could be given to us within 30 days of your fundraiser taking place. Let us know if it's going to take a bit longer than that.
- **Submitting this form:** Please complete and submit this form at least a month in advance of your fundraiser, giving plenty of time for us to help you out!

(Flip over page to complete form☺)

JIGSAW FUNDRAISING PROPOSAL FORM

Please fill in as much details as you can

CONTACT DETAILS																	
Name:																	
Email:																	
Mobile:	Tel (Other):																
Group / company name running fundraiser (If applicable)																	
Address:																	
EVENT/ INITIATIVE DETAILS																	
Name of proposed fundraiser:																	
Briefly outline your proposed fundraiser:																	
Date & time:																	
Venue:																	
Would you like a Jigsaw rep to attend, if available? Yes <input type="checkbox"/> No <input type="checkbox"/>																	
Fundraising Goal: <i>(An estimate of funds you hope to raise)</i>																	
How will the funds be raised? Individual sponsorship Business / corporate sponsorship Ticket sales Raffle* Auction Sale of goods Online Street collections**																	
Other (please give details) _____																	
<i>(*if tickets are to be sold to parties other than your guests please contact your local Gardaí about lottery licence requirements)</i> <i>(**You must apply and receive a collection permit from the Gardaí before you can collect on the street)</i>																	
Resources: We have a limited range of our branded resources to support your fundraising. Please tell us what you need and the amounts. Point to note: <ul style="list-style-type: none"> It costs us loads to produce our branded stuff, please be mindful of our costs when ordering quantities, thanks! When your fundraiser is finished please return the collection buckets and any unused items. We may not have some / all of these items in stock at the time of your event, so sorry if this is the case. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Resource:</th> <th style="text-align: left;">Quantity</th> </tr> </thead> <tbody> <tr> <td>Sponsor cards</td> <td>_____</td> </tr> <tr> <td>Jigsaw posters</td> <td>_____</td> </tr> <tr> <td>Collection buckets</td> <td>_____</td> </tr> <tr> <td>Jigsaw stickers</td> <td>_____</td> </tr> <tr> <td>Balloons</td> <td>_____</td> </tr> <tr> <td>Stickers</td> <td>_____</td> </tr> <tr> <td>T-Shirts (Include quantity and sizes)</td> <td>_____</td> </tr> </tbody> </table>	Resource:	Quantity	Sponsor cards	_____	Jigsaw posters	_____	Collection buckets	_____	Jigsaw stickers	_____	Balloons	_____	Stickers	_____	T-Shirts (Include quantity and sizes)	_____
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Are there to be any other beneficiaries besides Jigsaw?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, what charity & the % breakdown: _____																
If you plan to promote your event online (website / social media / fundraising page etc.) please let us know the link(s)																	
Do you want us to keep you updated on news and events here in Jigsaw?	Yes <input type="checkbox"/> No <input type="checkbox"/>																

Signature of Applicant:	
Print Name:	Date:
Signature of parent/guardian (if applicant is under 18 years of age) :	
Print Name:	Date:

When this form is completed please return to:

Fundraising, Jigsaw, 16 Westland Square, Pearse St, Dublin 2. DO2 V590 or email it to fundraising@jigsaw.ie