



St. Michael's House

Services for people with intellectual disabilities

Ballymun Road, Dublin 9.
www.smh.ie

Tel: 884 0200

Fax: 884 0211

Email: info@smh.ie

Website:

Fundraising Terms and Conditions

We are very grateful for the support we receive for the work that we do. The funds raised by organisations and individuals in the greater community are 100% unit focused or project driven and directly benefit our service users. We appreciate all donations but also that you the fundraiser are highlighting the importance of the St. Michael's House service to so many. Thank you.

To support you with the organisation of your fundraising activity, St. Michael's House have outlined a list of points that aim to protect all participating parties and should be adhered to.

- Organisers must inform the St. Michael's House Fundraising Office of their intention to raise funds and seek approval in advance of the event.
- Fundraising event / activity organisers must ensure all applicable legislation for their fundraiser is complied with, including any permits and permissions necessary. This includes ticketing for entry, raffles, bingo and games of chance or any activities around public appeal. We can guide you with this process. If the fundraiser links with their local Garda Station directly, copies of secured permits must be sent to the St. Michael's House Fundraising Office.
- Relevant insurance and indemnity that is deemed essential for any event in the general community/ public arena must be acquired before the event date. St. Michael's House insurance policy does not cover third party/ external events in our name.
- Fundraisers who wish to use the St. Michael's House logo/ name for promotional purposes must seek approval prior to event advertising. A proof of all design work that includes use of logo and charity number CHY5692 should be submitted for review to the fundraising office prior to print/ display.
- All third party events must clearly state that the activity is in aid of St. Michael's House. The name of the organiser/ company/ school/ Club should be included. If there is more than one beneficiary of the funds raised - all parties should be identified on same.
- St. Michael's House does not consent to the use of the organisations name or

intellectual property for any purpose in the absence of a completed and duly approved registration form and required permits/ insurance and permissions.

- The organiser is responsible for securing consent for use of imagery with the purpose of promoting their event including pre and post activity. If images are provided for sharing on St. Michael's House social *platforms* (*Website/Ezine/Reports, Facebook, Twitter, Instagram, Youtube and LinkedIN*) they will be accepted and used under this condition.
- Organisers must not incur any personal expenses in the name of St. Michael's House
- The organisers will not represent themselves as having any agency relationship for St. Michael's House
- Monies raised must be returned directly to the Fundraising Dept after your event within 30days. Funds should not be dropped directly into a benefiting unit or service within the organization. Monies can be lodged directly to the below bank A/c and the organizer should notify the fundraising office by email when transaction is complete. Alternative transfer options below:

Cheque made out to **St. Michael's House**

Post - c/o St. Michael's House, Fundraising Dept. Ballymun Rd, Dublin 9

Bank Transfer

St. Michael's House Current Account - 10190354

AIB University Branch, Clonskeagh, Dublin 14

IBAN: IE70AIBK93118710190354

Swift: AIBKIE2D

Credit Card Payment via www.smh.ie/donate

- If a fundraising event / activity takes place in the absence of any of this required documentation, to the extent permitted by law, the organizer(s) of the event / activity hereby indemnifies St. Michael's House against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs on a full indemnity basis arising out of or in connection with;

(i) the breach of any term set out in this application form (including, but not limited to, the failure to obtain the permit/permission and/or the insurance policy/indemnity and/or provide the relevant documents to St.

Michael's House in advance of the commencement of the fundraising event) and/or

(ii) any claim made against St. Michael's House arising out of or in connection with the fundraising event/activity (including, but not limited to, claims relating to third party death, personal injury or damage to property arising out of or in connection with the fundraising event/activity; and/or

(iii) any claim made against St. Michael's House by an employee, contractor, agent or other person employed or engaged by or on behalf of the organizer. By carrying out the fundraising activity / event, the organizer agrees to be bound by the terms and conditions set out in this application form, including the provision of this indemnity.

- **The following additional terms and conditions apply when you use Text to Donate on promotional materials: Please note funds raised via text are 100% directed to a central project only and can not support an individual unit.**

All of following text must be clearly stated on any appeal.

Texting the word **SMH** to 50300 will donate €4 to St. Michael's House.

Text costs €4. St. Michael's House will receive a minimum of €3.60.

Service provider **LIKECHARITY 0766805278**

If you have any queries regarding any of the above, please call our fundraising department on 01 8840345/ 0871955266 who will be more than happy to assist you.

On behalf of everyone at St. Michael's House, we would like to thank you for supporting services for people with disabilities and wish you all the best with your fundraising efforts.

A company limited by guarantee. **Registered Office:** Ballymun Road, Ballymun, Dublin 9.

Chief Executive: Ms. Liz Reynolds

St. Michael's House: Co. No. 27628. CHY5692.

Chair: Prof. A. Staines **Directors:** Ms. N. Moran, Dr. A. Quinlan, Mr. P. Cullen, Mr. T. Casey, Mr. L. O'Donohoe, Mr. N. Beecher, Ms. D. Moran, Mr. M. MacAodha.