



**IRISH  
COMMUNITY**  
*RAPID  
RESPONSE*<sup>®</sup>  
*BY LAND AND AIR*

**THANK YOU!**  
for supporting  
Irish Community  
Rapid Response

# YOUR GUIDE TO FUNDRAISING

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## Local Event Fundraising

The guide is dedicated to all those who strive to fulfil the purpose of the ICRR. **To save lives.**

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# WELCOME

Thank you for your interest in fundraising for the Irish Community Rapid Response – By Land and Air. This guide should help you in your fundraising efforts by giving you some direction, hints and tips, as well as a bit of encouragement. Don't forget, that our charity team is always on hand to offer you help and support. We love to hear from our supporters about their efforts, so call us on 021 4190 999 or email [events@icrr.ie](mailto:events@icrr.ie) to let us know how we can support you!

**Whether it's a run, walk or crawl, morning tea or quiz night, your support really will help save lives in various parts of Ireland.**

# TIPS BEFORE YOU START

- **Which event?!** Check out our ‘What to Do A to Z’s’ for ideas.
- **“Ah sure it'll be grand”!** Give yourself plenty of time to plan your fundraising activity or event.
- **Keep it simple!** No event or activity is too small to save lives. Tried and tested ideas are the best!
- **How much to raise?** Set a fundraising target that’s achievable.
- **Napkins cost!** Work out how much your event is likely to cost.
- **Don’t do it alone!** Get your friends and family involved.
- **Make it easy to donate!** Give your donor's options by combine paper sponsor forms, collecting tins, and online fundraising.
- **Keep it safe and legal!** Even small things like carrying a first aid kit are important. Also make sure you find out about any licenses you need. We can help with this.
- **Talk to your local businesses.** They may be able to sponsor your event or provide goods/services at a discounted rate.
- **Ask for help and advice!** Our charity team is there to help you make the most out of your event.
- **HAVE FUN FUNDRAISING!** Remember why you’re supporting us and project that energy to your donors!



# YOUR ACTION PLAN IN 7 STEPS

**Take a minute to sit down and make a plan of action for your event! Follow these 7 simple steps and you'll fly through your event preparations in no time!**

- 1) **Choose an event:** Pick something easy and fun to organise. Start with what you know - if you like baking, how about holding a morning tea or a cake sale? Check out our 'What to Do A to Z's' for ideas.
- 2) **Choose a date and time:** Have a look and find out when other events are taking place in your area so you're not competing. Weekends and evenings are best - but also busiest!
- 3) **Decide on a venue:** See if any local companies will donate their venue, or for sporting events, ask sports teams or councils if you can use their fields for free.
- 4) **Work out all costs:** Put together a budget to ensure your event doesn't end up costing you money, and set a realistic fundraising target - make sure it's achievable.
- 5) **Be safe and legal:** See if you need a collection, music, event or alcohol license! Also think about first aid kits or, for larger events, medical cover.
- 6) **Spread the word:** Download our poster templates. Use social media, and contact local papers and radio stations. Don't forget 'word of mouth' is often the best advertising!
- 7) **Keep in touch:** We're always here for advice, and if we can't help, we probably know someone who can!

# RECEIVING DONATIONS

## Sponsorship Forms

Doing a sponsored run or cycle? Give us a call and we'll send you an official sponsorship form by email or in the post. Unfortunately we can't accept homemade sponsor forms.

## Online Sponsorship

There are so many benefits to online sponsorship!

- Instant donation payment
- Easily share on social media Easy donation by card
- Donations are made straight to charity

Create your donation page using [www.idonate.ie](http://www.idonate.ie) or [www.everydayhero.ie](http://www.everydayhero.ie), selecting Irish Community Rapid Response as your charity. If you need any help, please give us a call and we can talk you through it.

## Collection Buckets and Jars

Using our official collection boxes and buckets makes people feel safer donating their money. We can send you boxes and buckets for your event - just contact us!

## How to get your cash donations to us?

You can pop your money into our HQ or post us a cheque. **Please don't post us cash!**

## Top Tips for Fundraising:

- **Keep it personal** - Share photos and tell people why you're supporting Irish Community Rapid Response
- **Keep everyone updated** - Tell your donors how preparations are going, and afterwards, how you got on
- **Prioritise** - People often decide how much to sponsor based on previous donations, so get your big donors to give first



# LEGALITIES

**As your event is not being organised by the charity, you will need to think about some basic legal and safety considerations. This guide is not exhaustive, so if you're at all unsure, please get in touch with our charity team!**

## **Can I collect in public for Irish Community Rapid Response?**

To collect in the street, you'll need a street collection license from your Local Council. To collect in a private space like a pub or shop, you'll need to ask permission from the business.

## **Do I need a license for my event?**

You may need a license, especially if your event involves music or alcohol. It's best to speak to the Local Council about any event you're planning and check about any permissions you need.

## **How do I keep my event safe?**

It's best to carry out a risk assessment for your event, as this will flag up any potential issues. For larger events, consult your local fire safety officer about fire hazards, and consider getting first aid cover. For help with risk assessments, contact Charity HQ.

# Corporate Fundraising

Supporting Irish Community Rapid Response is a great way of getting everyone together and having fun in aid of a brilliant cause! Organise a fundraising event or encourage your employees to take part in our rewarding volunteer opportunities. Promote team spirit, boost staff morale, and build your profile as a great, caring Cornish business.

# School Fundraising

Non-uniform days and discos are all really fun ways to fundraise for Irish Community Rapid Response, and we can also come and give an exciting talk about the work of the charity.



# FAQs

## **Can I use your charity logo on posters?**

YES! Just get in touch and we'll send you the logo. Please ensure posters state the event is in aid of Irish Community Rapid Response, and is not organised by us, and that you include our charity number (CHY 18454). We can also provide you with posters - just give us a call or drop an email!

## **Can I design my own sponsor form?**

Sorry, we're unable to accept homemade sponsorship forms. Contact Charity HQ and we'll send you an official one!

## **Can I hold a raffle or lottery?**

We would ask you not to run a lottery. Raffles are great, and provided you sell the tickets and make the draw on the same day you won't need a license.

## **Can I use my own collection buckets?**

It's best to get one of our official collection boxes or buckets, which are **sealed and branded**. Just contact us and we'll arrange to get you some!

Thank You!

# WHAT TO DO

## A to Z's

### A

**Abseil** A unique way of seeing a building!

**Auction** Sell items, goods, services, or even hold a Slave

Auction (volunteer your friends!)

**Aerobic-a-thons** Get your spandex on!

### B

**Baked Bean Bath** Who wouldn't want to sit in a bath full of baked beans for money?!

**Battle of the Bands** Charge entry for your bands and audience

**BBQ** See if you can get food donated

**Bring and Buy/Book** Sales Clear out the clutter and raise money

**Bungee Jump** Go on, we dare you!

**Babysitting** Donate your earnings

**Bag Pack** Get friends to help you and cover all the checkouts at the local supermarket

**Barn Dances** Fun, even if you've two left feet!

**Bike Rides** Cycle around your village, around Cornwall, or around the country!

### C

**Cake Sale/Contest** Challenge your friends to make the fluffiest cake, then sell them!

**Coffee Morning** The classic fundraiser

**Christmas Cards** Design a card and sell it...Or be environmentally friendly and give a donation instead of sending cards

**Concert** Gather your talented friends together

**Car Wash** Sponge + Bucket + Water = Money

### D

**Dog Walking** Walk people's dogs long distance for a fee!

**Dances** (or a Dance-A-Thon!) Hold a disco, a ballroom evening, or even a Ceilidh.

For an extra challenge, hold a Dance-A-Thon and see how long you last!

**Darts Night**

**Duck Race** A quacking way to raise money

**Dress Down Day** Get everyone at your office or school to wear red for the ICRR

**Diet** A great motivator after New Year! Get sponsored €1 for every pound you lose... But don't gain weight, or YOU pay the €1!

### E

**Easter Egg Hunt** Enlist the help of the Easter Bunny Sell your stuff on Ebay and donate the proceeds

**Egg and Spoon Race** Watch out for the cheats using super glue and rubber eggs!

### F

**Fancy Dress** Pay to wear fancy dress at school or work. Have a prize for the best dressed (and a forfeit for anyone who looks too normal!) **Football Tournament** Get local teams together for a great fundraiser. Make it an annual event!

**Fashion Show** Strut your stuff on the catwalk



**Fiver to Fifty** Give your friends €5 and challenge them to get the best return! They could plant vegetables and sell the produce!

**G**  
**Give Up...**Chocolate, alcohol, or biting your nails! Donate money saved, or get sponsored

**Garden Party** Brilliant in the summer!

**Golf Tournament** Ask a golf club to sponsor the event, and invite local businessmen and club members

**Guess The Number Of/Weight Of...** Sweets in the jar, balloons in the car...

**H**  
**Hair** Get sponsored to shave your head, legs or beard! For the really daring, go for a wax... Or why not volunteer a friend?!

**Hair Braiding** A great one for the kids... Get them to braid their friends' hair for donations

**Hula-Hoop-A-Thon** Get sponsored per spin, per minute, or per hour!

**I**  
**Ironing** You could get a lot of money out of your male friends/family members for this...!

**J**  
**Jumble Sale** One man's rubbish is another man's treasure. Unless it really is rubbish...

**Jewellery Making** Unleash your creative streak. You could even teach your friends how to make great accessories.

**Joke-A-Thon** How long can you keep your friends laughing? There's so many ways to make money from this... Bet your friends you can't make them laugh. If they do, make them pay! Or if your jokes are really bad, make people pay to leave!

**K**  
**Karaoke Night** Impress your friends with your...abilities...  
**Knitting** Make scarves, hats, gloves and teddies. Sell them, raffle them, auction them...

**L**  
**Line Dancing** Invite dancing clubs in the area (you'll be surprised how many there are). Get in the spirit with costumes and decorations

**Litter Picking** Get yourself sponsored to clear up a beach or playground, or volunteer your services to a local company

**Left-Handed Day** Can you do everything left-handed for a day?!

**Lent** Give up a vice and raise money!

**Lawn Mowing** Get paid to do everyone's favourite chore!

**M**  
**Marathon (Or Mini Marathon!)** The big one! Make sure everyone sponsors you generously for all your effort! Let us know you're doing it and we'll do all we can!

**Massage** Charge your friends and family

**Murder Mystery Night** Buy a kit or make up your own scary story!

**Magic** Show Just don't go attempting to saw anyone in half!

**N**  
**New Years Eve Party**  
**Nominate A Teacher/Colleague Challenge** someone to get their head/legs/chest shaved or waxed. Charge people to watch, or get it sponsored

**Non-Uniform Day** People pay to come to work/school in casuals

**O**  
**Odd Jobs** Your neighbours, friends and family will all be able to come up with a list of jobs they've been putting off that they can pay you to do!

**Office Collection** Be tea-boy/girl for the day!

**Open Garden** Open your garden for the day!

**P**

**Pancake Day Party** Practice your tossing beforehand, then make your friends pay a fine every time they drop one!

**Parachute Jump** Enjoy the view of from the air, before hurling yourself out of the plane!

**Pantomime!**

**Plant Sale** Grow plants yourself from seeds, or ask garden centres to donate a few each

**Q**

**Quiz Night** Start a regular quiz night at your local pub— they'll love the custom and may donate a free round for the winners!

**R**

**Raffles** Ask friends/family/businesses to donate prizes

**Races** Sack races, wheelbarrow races, three legged races, egg and spoon races...

**Rowing** Row the equivalent of crossing the channel (or the Atlantic!) on a rowing machine

**S**

**Sponsored Silence** Think you can do it for an hour? Day? Week?!

**Swim-A-Thon** How far can you swim? Get sponsored per length, mile, or hour

**Swishing** Everyone pays an entry fee, then swaps their unwanted clothes with others

**Safari Supper** Get friends together, pay a donation, then tour round each others houses for different courses. If you're feeling competitive, have a 'Come Dine With Me' theme!

**Swear Box** You'll get more than you think!

**T**

**Taxi** Be the designated driver...For a fee!

**Tea Party** Let them eat cake. And cucumber sandwiches! Don't forget those!

**Talent Contest** Has your town got talent?

**Treasure Hunt** X marks the spot!

**Tug of War** Prove your strength... Or have fun trying!

**U**

**Unwanted Gifts** Don't love that knitted jumper you got for Christmas? Someone will—eBay it!

**University Challenge** Put your school or office brainiest against others

**V**

**Video-A-Thon** Get a load of films, and invite your friends round to watch them for 24 hours!

**W**

**Wine and Cheese Night**

**Win A Day Off** Get your workplace to donate a day's holiday, then auction it

**Window Cleaning** Careful up the ladder!

**X**

**Xmas Party**

**Y**

**Yacht Race** People who own a yacht aren't short of a bob or two... Charge them to enter a charity race!

**Yoga Marathon** Get people to pay you to tie yourself up in knots!

**Z**

**Zany Events** Throw a custard pie at your boss, eat jelly with chopsticks, find out how many