

IRISH RETRIEVER RESCUE

FUNDRAISING TOOLKIT

How to help a Golden Retriever have a
second chance at life, love and happiness



Revised August 2015

Together we can make a difference



www.irishretrieverrescue.com

Irish Retriever Rescue is a UK Registered Charity No 1150320

IRISH RETRIEVER RESCUE

FUNDRAISING FOR IRISH RETRIEVER RESCUE

Irish Retriever Rescue is a fully recognised UK registered charity committed to safeguarding the futures of abused, abandoned, neglected or simply unwanted Golden Retrievers. These days we are rehoming over 100 unwanted Golden Retrievers each year.

Costs It costs money to save a golden life. All the dogs that come into our care are examined by vets, spayed or neutered, microchipped and given mandatory vaccinations and necessary legal documentation before travelling with professional dog transporters to the UK.

Fundraising for IRR There are a hundred and one ways of raising funds - here are just a few ideas:

- *Sponsored Walks or Swims*
- *Hold a Car Boot and clear out your clutter*
- *Arrange a Football Tournament*
- *Have a Picnic in the Park*
- *Host a Coffee Morning*
- *Car Washing*
- *Pub Quiz*
- *Host a Cheese and Wine Evening*
- *Hold a Eurovision Party*
- *Have a Stall at Local Fetes*
- *Have a Family and Pets BBQ*
- *Supermarket Collections*
- *Street Collections*
- *Supermarket Bag Packing*
- *Skydiving*
- *Waxing for Men day*

There are countless more and the only limit is your imagination.

If you want to chat an idea over please email:

irr.fundraising@gmail.com with your name and telephone number and one of the team will contact you.



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TIPS AND GUIDELINES

A few things to consider before you get started -

Planning Consider *what* you are going to do, *where* you are going to do it and *when* you are going to do it

Event Think about your event, is this something people will sponsor or attend

Resources What materials do you need and where do you get them

Advice Remember that advice is always available, just ask

Venue Consider the size, location, facilities and parking

People Get a team together of friends and family to help you

Permission Make sure you obtain any appropriate permissions or licenses

Food and Drink Special legislation is in place, you will need to contact your local Environmental Health Department for advice

Street Collections You must have a license from your Local Council

Supermarket Collections Contact the manager of your local store

Supermarket Bag Packing Contact the manager of your local store

Insurance A copy of IRR's Public Liability Insurance is available. If you are unsure or need advice please ask

Health & Safety Please give careful consideration to this, eg, are children involved, are dogs involved, are there are roads nearby, etc

Publicity Make people aware of your event, you can do this with posters, the IRR Web Page, IRR Facebook Page or contacting local media.



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SUPERMARKET COLLECTIONS - HOW TO

A few simple steps to collecting much needed funds

- **Register as a Volunteer using the Volunteer Registration Form**
- **Order your Collection Box(s) (a copy of Public Liability Insurance Certificate will be sent with this)**
- **Contact the Manager of your local supermarket either by phone or e-mail**
- **Tell them a little about Irish Retriever Rescue, not forgetting our Registered Charity Number**
- **Agree a date and time with the store manager**
- **If possible take your dog along (you will need the agreement of the Manager) and will depend on the layout of the supermarket**
- **Download some posters or other material from the IRR website**
- **Get your friend(s) to help you**

YOU ARE NOW READY TO START COLLECTING!

Need help? Please email: irr.fundraising@gmail.com and one of the team will contact you.



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IRISH RETRIEVER RESCUE

COFFEE MORNINGS IN YOUR HOME - HOW TO

A few simple steps to collecting much needed funds

- **Register as a Volunteer using the Volunteer Registration Form**
- **Order your Collection Box(s) (a copy of Public Liability Insurance Certificate will be sent with this)**
- **Plan ahead, think about numbers attending, crockery, cutlery**
- **Don't forget to invite people**
- **Consider charging an small entrance fee**
- **Make sure your home is safe with no hazards**
- **Remember food hygiene rules apply. If you are planning to sell food then please read the information at:**
<http://www.food.gov.uk/businessindustry/guidancenotes>
- **Get your friends and family to help making cakes and biscuits which you can sell – it is a good idea to list the ingredients in case anyone has an allergy, eg nuts**
- **Download some posters or other material from the website or contact us and we can provide these for you**

YOU ARE NOW READY TO START RAISING FUNDS!

Need help? Please email: irr.fundraising@gmail.com and one of the team will contact you.



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GUIDANCE ON COLLECTION BOXES AND COLLECTION BUCKETS

Collection Boxes These are generally placed in offices, shops or other premises and should not be used for supermarket, street or other collections in a public place.

If collections are taking place on private land, such as in a shop, permission needs to be sought from the owner or the individual who is responsible for the premises. In addition, if collecting from pub-to-pub, a licence will be required from the local authority in addition to obtaining permission from the pub land lord

Your responsibilities

You need to obtain the written permission of the shop/premises owner. A template letter is attached. Fill in the details and ask them to sign it. It should then be forwarded to Belinda McAvoy, 11 Ash Grove, Wells, Somerset BA5 2LX.

You must show the shop/premises owner your ID Badge (see Form IRRFR001 in the Fundraising Toolkit). Please discuss with the shop/premises owner the best place for the box in terms of visibility and security.

The box must be checked at least every two months.

Collection Buckets These are for street collections, supermarket collections or any collection in a public place. They are not for use in shops/premises.

If you want to do a street collection you **MUST** obtain a licence from your local council.

If you want to do a supermarket collection then you **MUST** get the permission of the premises owner. A licence from your local council is not normally required but if you are unsure, please check. (A "How to" guide can be found in the Fundraising Toolkit).

Cash Handling When emptying the bucket please follows the rules set out below.

- All monies collected must be banked within one month.
- When emptying the box at least two people should be present.
- Complete the Notification Form (IRRFR006) and send to:
Belinda McAvoy, 11 Ash Grove, Wells, Somerset BA5 2LX

Monies can be paid in:

- **Via Paypal** at irr.donate@yahoo.co.uk. Please mark it COL BOX (insert Box/Bucket number)
- **By cheque** Made payable to Irish Retriever Rescue (in full please)
Please mark it COL BOX and send to Belinda McAvoy as above.
- **By Bank Transfer** to Lloyds TSB Bank plc
Irish Retriever Rescue Account No: 27769160 Sort Code: 30 99 29
Please mark it COL BOX (insert Box/Bucket number)



IRISH RETRIEVER RESCUE

Insert shop name and address

Insert date

Dear

Thank you for agreeing to have an Irish Retriever Rescue (IRR) Collection Box on your premises.

Irish Retriever Rescue is a Registered Charity (No 1150320) which saves abused, abandoned and neglected Golden Retrievers.

Dogs come into our Rescue for a variety of reasons. Some are surrendered by their owners because of changes in their family circumstances, others are abandoned and are collected by Dog Wardens and taken to the Pounds. Whilst IRR focuses mainly on Golden Retrievers, a few cross breeds also come into our care

To do this, we need to raise funds and your agreement to having a collection box is therefore greatly appreciated.

You can read more about our work at our website <http://irishretrieverrescue.com/>

If you have any concerns or questions about the Collection Box, please email: irr.fundraising@gmail.com, or speak to the individual who has placed the box with you.

Thank you again

Kind regards

Irish Retriever Rescue

Signed

Shop Owner



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IRISH RETRIEVER RESCUE

EVENT FORM

If you would like to hold an event to raise funds please complete and return this form. (Please note, you must firstly be Registered with us and have a current Identity Card - see form IRRFR001).

Please print clearly in black ink

Name: _____	
ID Card Number: (without this you cannot proceed) _____	
Type of Event: _____	
Date of Event: _____	Location : _____
Please note if you are doing a street collection then you must have a licence from your local council. Please read the guidance provided on collections for further information.	

Support for Your Event

We can help to advertise your event by:

- Advertising it on the IRR Website
- Promoting it on the IRR Facebook Page
- Designing a specific poster for your event.

Please note that at least 10 working days notice is required. Orders for posters should be made to Terry McAvoy at terrymacdesign@yahoo.co.uk

Please indicate here how we can help:

Please send this completed form to:
Belinda McAvoy, 11 Ash Grove, Wells,
Somerset BA5 2LX, or scan it and e-mail to:
irr.fundraising@gmail.com



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UK REGISTERED CHARITY NO 1150320

IRISH RETRIEVER RESCUE

VOLUNTEER REGISTRATION FORM - IDENTITY CARD

If you wish to help us to raise funds by holding an event or undertaking a public collection you will need to have an Irish Retriever Rescue Identity Card. Please complete and return this form along with a colour photo (passport photo size - 45mm deep x 35mm wide) to:
Belinda McAvoy, 11 Ash Grove, Wells, Somerset BA5 2LX. Please print clearly in black ink.

Name	
Address	
Postcode	
Telephone No	Mobile No
E-mail	Internet Access? Yes/No

Fundraising Declaration
Please sign here to confirm that all monies collected by donations, collection boxes, events or other means will be sent to Irish Retriever Rescue within 2 months of receiving them.

Signature	Date
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Notes

- Your card will be issued to you within 10 working days.
- You will also be directed to the Fundraising Toolkit on the web site where further forms and guidance can be downloaded. If you do not have access to the internet, this pack will be sent to you via Royal Mail.
- Your details and unique card identifier will be held by Irish Retriever Rescue until such time as you notify us that you no longer wish to participate in fundraising, at which time your card must be returned and your details will be removed.
- If your card is lost or stolen please notify Belinda McAvoy immediately at: irr.fundraising@gmail.com



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COLLECTION BOXES & BUCKETS

Collection boxes and buckets are now available to order.

Collection Boxes can be used in your home to collect spare change, in offices or work places.

Collection Buckets are for supermarket collections, street collections or other public events, eg village fetes.

Before ordering you must complete the Volunteer Registration Form (IRRF001) to obtain your ID Card and Supporter Number.

Please see the Fundraising Toolkit for information on supermarket or street collections.

Please also see Notification of Payment from Collection Boxes and Buckets.

ORDER FORM

Please send me (quantity)

Collection Boxes/Buckets

Supporter Number

Name

Address

Postcode

Please send to:

Belinda McAvoy, 11 Ash Grove, Wells, Somerset BA5 2LX.

(This form can also be scanned and e-mailed to irr.fundraising@gmail.com)

If your card is lost or stolen please notify Belinda McAvoy immediately at: irr.belinda@yahoo.co.uk



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NOTIFICATION OF PAYMENT FROM COLLECTION BOXES AND/OR COLLECTION BUCKETS

Name _____

Supporter Number _____

Collection Box/Bucket Number _____

Located at _____

Date emptied _____

Monies raised £ _____

Emptied by _____

Supporter Number _____

Witnessed by _____

Date paid to IRR _____

Method: Bank/Cheque/Paypal _____

FORM NO: IRRFR00 AUGUST 2015

Please complete and send this form to:
Belinda McAvoy, 11 Ash Grove, Wells, Somerset BA5 2LX



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