

Fundraising Guidelines

Horizons is committed to the highest standards of good practice and to ensuring that all its fundraising activities are carried out in a transparent manner so that donors and prospective donors have full confidence in Horizons.

The following Guidelines are for anyone fundraising on behalf of Horizons.

You're Doing Such a Great Thing

Thank you for taking the first steps to fundraise for Horizons. We are really pleased to have you on board and look forward to supporting you along the way. Understanding how your fundraising can make a difference is important. Being able to speak confidently about Horizons will help you to inspire your friends, family and colleagues to support you and your fundraising event/activity. Horizons is an organisation that truly believes in living life your way.

Our main vision is just that: Your Life, Your Way. We believe in possibilities and opportunities for people with intellectual disabilities and/or autism. We support 2,800 people with an intellectual disability and/or autism to live life their way, connected, included, working and living in the community of Cork.

Our ever-growing network of 70+ locations means we support people right across Cork city and county and the impact of our work reaches every community in Cork.

Getting Started

If you have an idea for a fundraising event or activity that will raise money for Horizons, please complete our Fundraising Event/Activity Proposal Form and submit it to the Communications and Fundraising Department at least 3 weeks prior to the proposed event taking place.

Completing the Fundraising Event/Activity Proposal Form does not imply authorisation from Horizons to undertake the event/activity on its behalf. The Communications and Fundraising Department will contact the organiser(s) to let them know if the event has been approved and then it's all systems go!

Transparency is Key

Your event/activity might be raising funds for Horizons alone, or it might be benefitting more than one charity. Either way, you must make it clear to people where exactly the money is going. This should be evident in all advertising, promotional material and social media. When naming the event, it must be clear that the event is being organised 'in aid of Horizons' and not 'by Horizons'. This means Horizons should not be named in the title of the event/activity. For example, please name your event as 'in aid of Horizons' or state that 'all proceeds to go to Horizons.' All collection buckets/boxes used at a collection must be given to you by Horizons. We will only give you collection buckets that have security seals or boxes that are tamper evident.



Insurance

Insurance cover for fundraising events/activities can be provided but is done so on a case by case basis. It is granted at the discretion of the Chief Executive of Horizons. Insurance cover can only be granted if all the necessary paperwork is completed and submitted in sufficient time and the request for cover is made in writing at least 2 months prior to the proposed event/activity taking place. If insurance cover is not being provided by Horizons, we advise you to arrange necessary insurance cover for your event/activity as Horizons can accept no liability for any loss, damage or injury caused during the event/activity you undertake. Please refer to the Terms and Conditions outlined in the Fundraising Event/Activity Proposal Form for further information in this regard.

Getting The Message Out There

Advertising and promoting your event/activity is so important to the success of your fundraising. All printed materials related to your event/activity must be approved by Horizons before printing. We are happy for you to use the Horizons logo and will send you a copy of the high resolution version once your event/activity has been approved. We ask you to tell us how and where you will advertise and promote your event/activity such as: social media pages you will use; newspapers you will contact; radio stations you will be on. This is really important information for us to have. We are also more than happy to help promote your event and, if appropriate, we will feature it on our social media channels; on our intranet system (amongst staff); with newspapers and radio stations; and even on our website. Once your event/activity is approved, we would love to work with you on making it a success.

Resources For Your Event/Activity

We have a range of resources and materials that can help you in running your event. We are happy to supply these to you but we do ask that you please be mindful of the quantities as some items can be costly to produce. As bulky items are difficult and expensive to post, we ask that you arrange to collect your resources from our Head Office in Blackpool We can also arrange for these to be collected from our centres/locations in the county.

Cheque presentation

We would love an opportunity to thank you for your commitment and support. To arrange a cheque presentation, please contact Jane on 021 464 3326 and we will arrange for a Horizons representative to attend.

Please note, we require a minimum of two weeks notice.

Returning the Funds

In your own interest and to adhere to auditors requirements, it is required that a minimum of two adults be present to count any proceeds from a fundraising event/activity. We ask that all funds raised are returned to Horizons within 30 days of the event/activity.

There are a number of ways that you can return your funds:

1. At the bank: you can make an electronic funds transfer (EFT) or a lodgement to our AIB bank account (Branch: Blackpool/ Sort Code: 934100/ Acc. No.: 04426283). For the 'payment reference', please use the name of your event/activity. We ask that you contact us to let us know when you have made your lodgement/transfer as it can sometimes be hard for us to trace payments received this way.
2. By post: you can post a cheque, bank draft or postal order to us at: Communications and Fundraising Department, Horizons, 1stFloor, 1D – 1 F, The Atrium, Blackpool Retail Park, Blackpool, Cork, T23 T2VY
3. Online: you can make a donation online for the amount you have raised by using a credit or debit card and clicking on www.horizonscork.ie/Donate. We do ask that you telephone us to let us know about this donation once it is made, so that we can attribute it to your event/activity.
4. Over the phone: you can telephone us to make a donation for the amount you have raised by using a credit or debit card. Please phone 021 4643326.

Please note: For now, all cheques, bank drafts or postal orders must be made payable to: Cope Foundation.

Saying Thank You

We know how important saying 'thank you' is and we make every effort to acknowledge every donation we receive – but we can only do so if we have enough information about you and your donation. Please ensure you send us: your name, address, contact details and any other relevant information. We will then send you a 'thank you letter' with a unique receipt number on it. This can be sent by post, or better still by email (which is more cost effective). This information is stored on our fundraising database and from time to time we may contact you with updates about our fundraising (if you have given us permission to do so).

You can request for your details to be removed from the database at any time by contacting the Communications and Fundraising Department. For further information about our use of data, visit www.horizonscork.ie/Privacy-Statement.

For more information, visit www.horizonscork.ie or get in touch with us...

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