

Fundraising pack

Irish Premature Babies CHY19532



**A voluntary run charity helping families in need and
buying lifesaving equipment for the Neonatal Intensive
Care Units around Ireland.**

Thank you very much for requesting this fundraising pack. As a voluntary run charity, we don't get any government funding so we rely on the support of people like you to help us. We hope it contains information that will help guide you to organising an event. We will support you throughout the preparation stage of your event. If you have any queries please do not hesitate to contact us.

What happens to the funding you raise for the charity?

Our charity is 100% voluntary, so all the proceeds will go directly to running the charity and providing services for families in need. At the moment, we are trying to raise funds to provide accommodation for parents. There is no parental accommodation in Dublin for parents and this is causing huge problems for families from all around the country. We also help to buy equipment for the Neonatal Intensive Care Units and Special Care Baby Units around the country. We are the only charity that both support the families of 4,500 premature babies and the Neonatal Intensive care units around the country. We want to continue to provide the following services as listed below:

- Bought over €120,000 worth of equipment up to 2013.
- Emergency Accommodation for Families
- Emergency Funding for Families in Need
- 10 Regional Branches throughout Ireland
- 13 Hospital Representatives each liaising between the charity, the parents in the NICUs/SCBUs and the medical professionals
- Buddy System Support Network for parents
- Bosum Buddy Support Network for parents expressing and breastfeeding
- Helpline
- Discount Card Scheme for families
- Meet and Greet sessions for families
- Family Day outs
- Information Leaflets
- Free Parent Workshops
- Advocacy and Policy Making
- Exhibition Days
- Access to professional lactation services
- Access to professional counselling services

Fundraising and Pr & Communication Teams

We have a designated fundraising team in the charity. They are all volunteers but they will assist you in any way they can. You can contact them as per below:

Email: fundraising@irishprematurebabies.com

Or ring 086-4660340

Our PR and Communications Team will also help, support and promote any event you independently run on behalf of our charity. We are set up on mycharity. We also can send you a fundraising pack with t-shirts, posters, balloons and some logo material if needed.

How to Get Involved?

There are lots of ways to get involved with Irish Premature Babies from registering to take part in an Irish Premature Babies run event, making a donation, becoming a volunteer or organising your own fundraising event in your local community, school or club. We run a number of events during the year, full details can be found on our website under the events section. These vary from parachute jumps, charity hair days, cookery demonstration, rider out for prems, fashion show to name but a few. We also rely on people to participate in events like marathons and mini marathons for the charity.

A to Z of Fundraising ideas

Events can be big or small, challenging or just good old fashioned fun. As you may prefer to run your own event and we have a comprehensive list of ideas and suggestion for you.

Here are some easy ideas to get you going.

- If you have children, nieces/nephews or young neighbours at a local school, try and get the school to organise a non-uniform day in aid of IRISH PREMATURE BABIES.
- Promise auction: you will need the help of all your friends with special skills (e.g. Hairdressing, decorating, cooking, gardening etc.). Ask them to donate some of their time then organise an auction.
- Sponsored beard-shave, beard-grow chest wax etc... Anything that would amuse your friends & colleagues usually works best.
- Cake sale at work. Ask a few people to bring in cakes which can be sold at tea time in return for a donation.
- Car boot sales – ask friends & neighbours to have a clear out in the name of charity!
- Wash people's cars in a supermarket car park while they do their shopping in return for a donation.
- Hold a dinner/barbeque/party at home for friends who each pay a fixed amount.

A Afternoon Tea Party
Alternative Marathon
Angling Competition

B Baby sitting
Bag Packing at
Supermarket

C Cake sale
Car Boot sale
Car Wash

Antiques Fair
Art Exhibition
Arts and Crafts Fair

D Dog walking
Dancing competition

G Garden Party
Garage Sale
Golf Tournament

L Line Dancing
Loud Tie Day
Ladies night

O Odd Job
Orienteering

S Sponsored Silence
Sponsored Swim
Sports Day
Staff Payroll Donations
Street party
Swear box
Spin for Prems

W Walks and Cycles
Wine and cheese
evening
Wine tasting
Work Fundraiser
Wax for men

Balloon Race
Barbecue
Bridge Night
Beard Shave
Bungee jump
Bingo
Book Sale
Bring and Buy Sale
Buffet Lunch

E Easter egg hunt
Egg and Spoon Race
Exhibitions (i.e. Art)

H Halloween Party
Head Shave sponsorship
How many... sweets in a
jar?

M Magic Show
Make Up Demonstration
Marathon

P Pancake Race
Parachute jump
Poetry Reading
Pram Race
Pub Quiz

T Talent Show
Tennis tournament
Theme Evening
Treasure Hunt
Tug-o-war
Tots & Treats

Cheese & Wine Party
Children's sports day
Church fete
Coffee Morning
Computer games
marathon
Concert
Cookery Demonstration
Craft Fair

F Face Painting
Film Premiere
Flag Day
Football Match
Fun Run
Fashion Show
K Karaoke Night

N Non-Uniform Day

R Race Night
Raffle
Record Breaking Attempt
Rugby Match
Ride out for Prems
U Unwanted Gift Sale

Guidelines for Fundraisers

These guidelines have been prepared to:

- Protect our fundraisers from allegations of fraud.
- Respect the need of the public to know what you do in the broad name of “Charity” and in IRISH PREMATURE BABIES’s name in particular. We are governed by standards and a code of practice which we must adopt and adhere to.
- Ensure that all IRISH PREMATURE BABIES fundraisers continue to protect the right of the persons with whom we work to have their dignity respected at all times and not diminished by fundraising practises or statements which promote helplessness or generate unfocused pity.
- If you would like a copy of our fundraising code and accountability to ensure that your event adheres with our ethical guidelines please do not hesitate to contact us or speak to a team member.

Registration Form:

We ask you to complete a registration form below so that we have your details. All details will be kept private and confidential. Alternatively you can register for any event on our home page on our website at www.irishprematurebabies.com or on our facebook page.

Specific Letter of Authorisation:

We will issue a specific letter of authorisation. This letter will detail the authorisation from the IRISH PREMATURE BABIES for you to fundraise for a certain period. This letter will be issued by a member of the charity.

State Clearly the Event:

When raising funds we must state clearly the event and the purpose for which the funds are being raised e.g. Support the IRISH PREMATURE BABIES Quiz night in

Receipts:

All money should be receipted if its value exceeds €50.

Any promotional material that will describe IRISH PREMATURE BABIES and its services needs to be approved by the Fundraising Team. We can help with promotional material for you if needed.

What to do with the funds raised?

Once you have received all the funds from you event and paid out all costs, you can return the final amount to IRISH PREMATURE BABIES.
You can send the money to the IRISH PREMATURE BABIES by any of these methods:

Send a cheque or bank draft (made payable to IRISH PREMATURE BABIES) to our office at IRISH PREMATURE BABIES, Carmichael House, North Brunswick Street, Dublin 7.

- Lodge the cash into our bank account :

AIB,

37/38 O' Connell Street,

IRISH PREMATURE BABIES (NAME OF ACCOUNT)

Sort Code: 931136

Account Number: 21404028

We would really appreciate if you could ensure your name is on the lodgement submitted to the bank and return the lodgement stub to our office.



**Registration Form for fundraising events-Please
return to Carmichael House, North Brunswick
Street, Dublin 7.**

Name :	
Address:	
Email Address:	
Landline Number:	
Mobile Number:	
Event:	
Date of Event:	
Do you require a pack?	
T-Shirt Size?	
For Office Use only	Sent by: Date: