



Embrace FARM fundraising policy

Vision - A caring and supporting agri community for all affected by farm accidents

Mission - To create a support network for those affected by farm accidents

Embrace FARM is a not for profit voluntary organisation which was formally registered as a Charity with full charitable status in 2017. The organisation is controlled and guided by a voluntary board of directors, which includes bereaved families, accident survivor and professionals working within the agri sector. There are 2 paid part time employees to comply with governance administration, financial controls, event organisation and development of the organisation.

Embrace FARM remembers those who have lost their lives and have been injured and supports both the survivor of farm accidents and bereaved family members. Funds are required to run our annual ecumenical remembrance service on the last Sunday of June each year. We also hold residential bereavement weekends and regional information and support meetings.

If you would like to support Embrace FARM or organise fundraising for us we ask you to please read and follow the Fundraising - Policy & Guidelines.

Fundraising - Policy & Guidelines

We are always looking for new donors, fundraising initiatives and supporters who want to 'Get Involved' with Embrace FARM and help in any way, big or small!

To raise funds for Embrace FARM you or your family or club could seek to be sponsored for practically anything, whatever your age or level of fitness there is a fundraising event for you! Holding an event can also be a memorial to your loved one in their name.

Organise an event

- Walk, Run, Swim, Cycle or even try something more daring like Skydiving/climb a mountain.
- Organise a football / hurling / rugby / soccer tournament.
- A Pub Quiz, Race Night or Talent Contest
- Or why not try a Golf Day, Cake Sale, Coffee Morning or Bag Pack?
- If you're feeling really ambitious, aim high & hold a fundraising Auction, Charity Night or Ball
- Simply find an event near you that you'd like to do, enter, and then let us know.
- Holding your own event is a great way to get everyone together, have some fun and raise some money.
- Ask your family and friends to get involved and use their skills and network of contacts to help you plan and raise awareness of your fundraising activity.

Registering your event

Embrace FARM is regulated by the Charity Regulator, therefore we must ensure that all our 'Third Party Fundraisers' agree to be bound by the rules laid out by this governing body. Therefore we MUST know about your event!

Prior agreement MUST be obtained from Embrace FARM before any individual, group or organisation undertakes any fundraising activity, i.e. please register your event with Embrace FARM office by phone 085-7709966 or by emailing embrace.farm@gmail.com

It is vital that we know people are collecting money in our name for a number of reasons. Unfortunately there are people out there who collect money under false pretences so we must be aware of all fundraising carried out by our true and honest supporters.

On registering your event please have the following details to hand:

- Name of fundraising event e.g. Charity Cycle / Table Quiz
- Name, address, phone number, email address of the main organiser
- Date & time of the event
- Location of the event
- Items needed from Embrace FARM

How Embrace FARM can support you in your fundraising

Please contact Embrace FARM for any help and advice or to discuss any ideas you may have. We can provide you with the following promotional material for your event as required:

- T-shirts
- Posters
- Balloons
- Sponsorship cards
- Collection Buckets
- Lodgement slip for proceeds raised
- The Embrace FARM logo (via e-mail)

Embrace FARM can provide a letter on headed paper confirming that you are indeed holding a fundraiser for us. Permits are required from An Garda Siochana if you are collecting in a public place. The regulations are getting stricter now for charities regarding fundraising so we would really appreciate your assistance with this.

NB: Where all of the proceeds of a fundraiser are not coming to the Embrace FARM (e.g the funds are being split between Embrace FARM and another group) then the split (50/50 or whatever) must be made clear when registering and advertising the event. It is essential to provide complete transparency when fundraising.

Please consult with Embrace FARM for any printed material, advertisements, media materials and press releases associated with the event. We will happily provide you with a high resolution version of our logo so you don't have to copy it from other sources.

Things to remember when collecting money

1. Firstly get permission from wherever you plan on holding your collection; the local shopping centre, supermarket or church
2. You need a permit from your local Garda Station if you are collecting in a public place e.g. the street, church gates or a shopping centre. Please ensure that you and your collectors are carrying a copy of the permit during the collection
3. Please ensure that the public is aware that the collection is for Embrace FARM by displaying promotional material belonging to Embrace FARM.
4. Please ensure that you only use official Embrace FARM collection boxes and they are properly sealed

5. All collectors must be a minimum of 14 years old and we recommend collecting in pairs for safety reasons
6. Please ensure that the collection box is never too full and that it is emptied regularly with a designated person/s responsible for the money
7. Please ensure when counting the funds raised from the event that you do so in the presence of another person to avoid discrepancies
8. Please ensure that collectors are not carrying personal valuables Embrace FARM cannot be responsible for any loss or damage to these items
9. We kindly ask that collectors adhere to the ICTR 'Garda Permits for Collections'

Social Media

Please remember to share your fundraising activity via Twitter and Facebook to help spread the news and encourage support and donations. Embrace FARM can also promote your event through our own social networking channels.

Forwarding the proceeds to Embrace Farm

Thank you for all your hard work and efforts. To comply with auditing requirements and to safeguard the integrity of the organiser, it is required that at least two people are involved in the counting and remitting of the proceeds from the event.

All net proceeds must be submitted to Embrace FARM within 30 days of the conclusion of the event. This requirement is also necessary to comply with collections held under An Garda Siochana permits.

When you have collected money there are 2 ways in which you can forward to Embrace FARM

- Lodge directly to our bank account
Bank: AIB, Portlaoise, Co Laois
BIC: AIBKIE2D
IBAN: IE78 AIBK 9332 7939 5300 98
- In the reference please write in the name of the fundraiser; e.g. 'Flora Mini Marathon', 'Birthday Party', 'Donation' or 'Sky dive/Mountain Climb' etc and remember to make contact with Embrace FARM to let us know that you've made the lodgement, giving us the lodgement date and amount.
- Or you can forward monies directly to our office as a postal order, draft or cheque made payable to Embrace FARM and send to Embrace FARM, c/o Annegrove, Mountrath, Co Laois. Please do not send cash in the post.

Sending Photos and Feedback

We'd love to see photos of your event or hear about any media coverage that you may have received - if you like we can include it on our social media accounts. Please email photos/articles to embrace.farm@gmail.com

Cheque presentations

Embrace FARM would love to be able to thank all fundraisers in person after an event by attending cheque presentations, however we are a tiny team and sometimes it can be difficult to attend. However, we always try to call on our trustworthy and committed directors or volunteers in the local area to represent Embrace FARM. Let us know if you plan on holding a cheque presentation after your event and we will do what we can to have a representative attend.



Fundraising application form

Please complete the following form and return to Embrace FARM before your fundraiser goes ahead.

Name of main organising person _____

Address _____

Phone number _____

Email address _____

Will you be fundraising on your own or within a group/organisation?

If Group, Name of organisation _____

& Title within organisation _____

% split of proceeds to Embrace FARM

100% 50% other %

Other organisation(s) in receipt of proceeds _____

Name / Type of event to be held _____

Date event to be held _____

NB. As Embrace FARM is not the organiser of your fundraising event, Embrace FARM cannot be held liable in the event of any injury or loss to you or any other person during the fundraiser. You will need to have adequate insurance in place for your event.

NB. As set out by legislation, if you are holding a bucket collection in public, you will need to have a permit from An Garda Siochana.

NB. Embrace FARM would ask that you hold your event in a safe manner with due regard for the safety of all persons attending or impacted by your event.

I agree to comply with the above Embrace FARM fundraising policy & guidelines

Name _____ Date _____