



FUNDRAISING TERMS & CONDITIONS (Update: February 2023)

Stewarts Foundation (SF) is delighted to be your chosen charity partner for your fundraising activity. Thank You!

Management of Activity

SF is happy to support your efforts with guidance for coordinating your event. However, organisers retain full responsibility for managing the overall activity and expenses. Your fundraising effort must not include any cost to SF.

If approaching businesses for contributions, sponsorship, or in-kind gifts to support your activity, we ask the fundraiser to seek approval from SF in advance. This is to avoid inadvertently jeopardising our existing/planned relationships with corporate supporters.

The fundraiser must ensure that any celebrities/personalities they approach for support, share the ethos and ideals of SF.

Any costs or expenses exceeding 50% of the anticipated revenue must be documented and agreed with SF prior to the planned event proceeding.

Branding - Promote Your Efforts

When advertising your activity, please note that neither 'Stewarts Foundation' or "Stewarts Care" should be used in the naming title for your event. The charity is included as beneficiary of the net proceeds only. For example: '(Your Event Name) to benefit Stewarts Foundation' or '(Your Event Name) in aid of Stewarts Foundation'. SF charity number CHY999 must be included also.

Fundraisers are asked to contact our Fundraising team in advance of sharing any promotional material that incorporates the SF logo for approval. Our team are here to help proof your designs prior to production, distribution, or publication.

Where fundraising activities aim to support more than one charity, fundraisers should ensure that details of all relevant charities and how proceeds will be shared is clearly stated on all promotional materials.

Protect Yourself - Insurance

Unfortunately, third party/volunteer events are not protected by SF insurance. SF is unable to accept responsibility for any loss, injury or claim arising from your activity. Please seek independent advice regarding insurance requirements that may apply to your event. You can contact our Fundraising and Development Manager for more information on this matter.



Keep it Legal!

Your activity must comply with all applicable laws during all stages of your planning, promotion and running of the event. Fundraisers agree to ensuring all insurance, garda permits/licenses (e.g. lottery) are in place until your activity ceases.

Honesty is Our Policy

SF believe it is vital that our supporters and donors are aware of where all their money is going. We ask all fundraisers to communicate their activity in an open, honest and transparent manner. If you are taking part in a challenge event organised by SF or another party, your appeal should clearly state that the funds raised are for this purpose. Please state clearly for your donors if a portion of your funds raised will go towards the cost of your participation in the event.

Your Funds Raised

The security of our fundraisers is priority. Please remember to protect yourself and your integrity when dealing with cash. We ask all fundraisers to ensure all monies are counted with an independent witness present.

The fundraiser may not open a bank account in the name of Stewarts Foundation. All cheques donated towards your efforts must be made payable to Stewarts Foundation and forwarded to SF as promptly as reasonably possible for processing.

The fundraiser agrees that all net proceeds must be submitted to SF within 30 days of the conclusion of the event. This requirement is also necessary to comply with collections held under Garda permits.

Should your supporters request individual receipts, please provide a list including name, address, telephone number, email and donation amount and we will be happy to arrange receipts.

Disclaimer

SF reserve the right to decline any association with a third-party event if the activity does not share the ethos and ideals of SF or may potentially damage the SF brand.

SF accept no liability for any damage, injury or loss occurring during the course of the activity you undertake. Stewarts Foundation's insurance does not cover property of yours or your supporters/volunteers. It does not cover your personal liability for any injury suffered by yourself or event participants. The fundraiser agrees to release Stewarts Foundation to the fullest extent permissible under law for claims and demands of any kind, and from all liability that may arise in respect of any damage, loss or injury occurring to any person, except where such liability arises because of the negligence of Stewarts Foundation or its agents. Stewarts Foundation reserves the right to terminate the agreement relating to the event at any time if it appears that there is a likelihood of the fundraiser failing to adhere to any of the above terms and conditions.

[For More Information – fundraising@stewartscare.ie](mailto:fundraising@stewartscare.ie)