

Nazareth Care Ireland Fundraising Policy



It is the policy of Nazareth Care Ireland

- That all persons involved with fundraising (whether paid or voluntary) do so to the highest standards possible of accountability, openness and public probity.
- That persons involved with fundraising are protected from risks.
- That all funds from whatever sources are fully accurately and promptly recorded in the company's records.
- To respect the rights, dignity and privacy of our supporters, clients and beneficiaries
- To act in an honest manner and be truthful in our dealings, be open and transparent in relation to how we use funds raised.
- To report on current fundraising activities in the Annual Report
- To have a Donor Charter
- Nazareth Care Ireland has used the principles within the Guidelines for Charitable Organisations for Fundraising from the Public (www.charitiesregulator.ie) to develop this policy and has signed off on the Public Compliance document and Trustee resolution.
- Nazareth Care Ireland have adopted a Donor Charter which is available on our website.

1. Purpose

The purpose of this document is to set out the Policy & Procedures which govern the conduct of all employees and volunteers involved with fundraising with Nazareth Care Ireland in order to maintain a high level of public confidence in the organisation.

Nazareth Care Ireland raise funds to:

- develop and maintain its buildings to the highest standards to ensure the utmost comfort for people living in Nazareth Houses and as required by HIQA.
- To supplement the services, activities and equipment required to provide people living in Nazareth House with the best quality of life.

These Policy & Procedures apply to the Fundraising Department, staff, volunteers and management and are based on the values of accountability, openness and public probity. Breaches of standards are unacceptable and may result in dismissal or sanction even for a first offence.

2. Responsibility

The Chief Executive Officer and Head of Partnership & Fundraising have overall responsibility for the system and any difficulties in its implementation should be referred to them.

Nazareth Care is guided by the principles within the Guidelines for Charitable Organisations for Fundraising from the Public (www.charitiesregulator.ie) and makes a statement to that effect on our website – thenazarethcarefund.com. In this statement, Nazareth Care confirms that it complies with the Charities Regulator Governance code or where we do not, will provide an explanation.

3. Procedures for Particular Fundraising Activities

3.1 Local Lotto Draw

- A lottery licence application must be made each year for the renewal of the licence to permit the local lotto draw to continue with a Nazareth House. Prior to filing with the District Court, the local Gardaí must be notified at least 28 days in advance of the license application. This notice period is absolutely necessary.
- Various tickets options are available for sale - €2 per line; €4 for 2 lines; €5 for 3 lines; and €100 for 1 line for 52 weeks.
- Tickets can be bought in Nazareth Houses and various local venues as well as Online.
- Lotto numbers are 1 – 32
- Match 4 numbers to win or share the jackpot.
- Jackpot increases by €100 each week provided it is not won.
- Match 3 numbers win or share €100
- If the Jackpot is not won and there are no match 3 winners two lucky dips for €50 will be drawn – one from paper entries and one from online entries or in the case of the Sligo/Ballymote combined Lotto four lucky dips are drawn 2 from Sligo entries and two from Ballymote entries - one from paper entries and one from online entries for each house.
- Weekly draw held on agreed day every week
- All tickets must be in at agreed time each week for entry to draw.
- Any tickets that are returned after agreed time will be entered into next weeks' draw.
- Nazareth House Management's decision is final.
- All proceeds go to the Nazareth Care Ireland (Nazareth Care Fund).

Instructions to run lotto draw

- Put all balls 1 -32 in the box for draw, ensuring each number is included by checking them one by one.
- Ask 4 different people to each pick a number for the draw.
- Call out the numbers to audience and place in tumblers for everyone to see.
- Write the numbers on the Results Poster and give them to each person who is checking paper tickets.
- Ask volunteers to check all paper tickets for Match 4 & match 3 numbers.
- At the same time go to www.clubforce.ie/admin website
- Log in with username and password
- Click on edit for current week's draw

The screenshot displays the Clubforce Admin interface. On the left is a vertical navigation menu with icons for Memberships, Communication, Reports, Accounts, Alerts, Lottery, Services, and Noticeboard. The main content area is divided into two panels. The left panel, titled 'Account Summaries & Balances as of 22/11/2016 09:28:06', contains a table with columns for Debit €, Credit €, and This month €. The right panel, titled 'Your Lotto Draws Status', shows details for the 'Next Draw' and 'Last Draw', including dates, cut-off times, draw entries, and jackpots. The 'Next Draw' 'EDIT' button is circled in red. Below the status panels are buttons for 'Navigate Admin' and 'Edit Lotto'.

	Debit €	Credit €	This month €	
Lotto Sales Revenue		34,161.30	1,209.10	>>
Sponsored Advert Revenue		0.00		>>
Crest Download Revenue		0.00		>>
Merchandising Revenue		0.00		>>
Registrations & Memberships		0.00		>>
Total Revenue		€34,161.30		
Lodgements towards Service Fees		219.61		>>
Payments to Club	33,170.00			>>
Revenue Balance		€1,210.91		

Next Draw		
Date & Cut-Off Time	23/11/2016 13:30:00	
Draw Entries	375	
Jackpot	€ 2,400	
PRINT ENTRIES >>	EDIT >>	

Last Draw		
Date & Cut-Off Time	16/11/2016 13:30:00	
Draw Entries	377	
Jackpot	€ 2,300	
	2 5 9 17	
PRINT ENTRIES >>	EDIT >>	

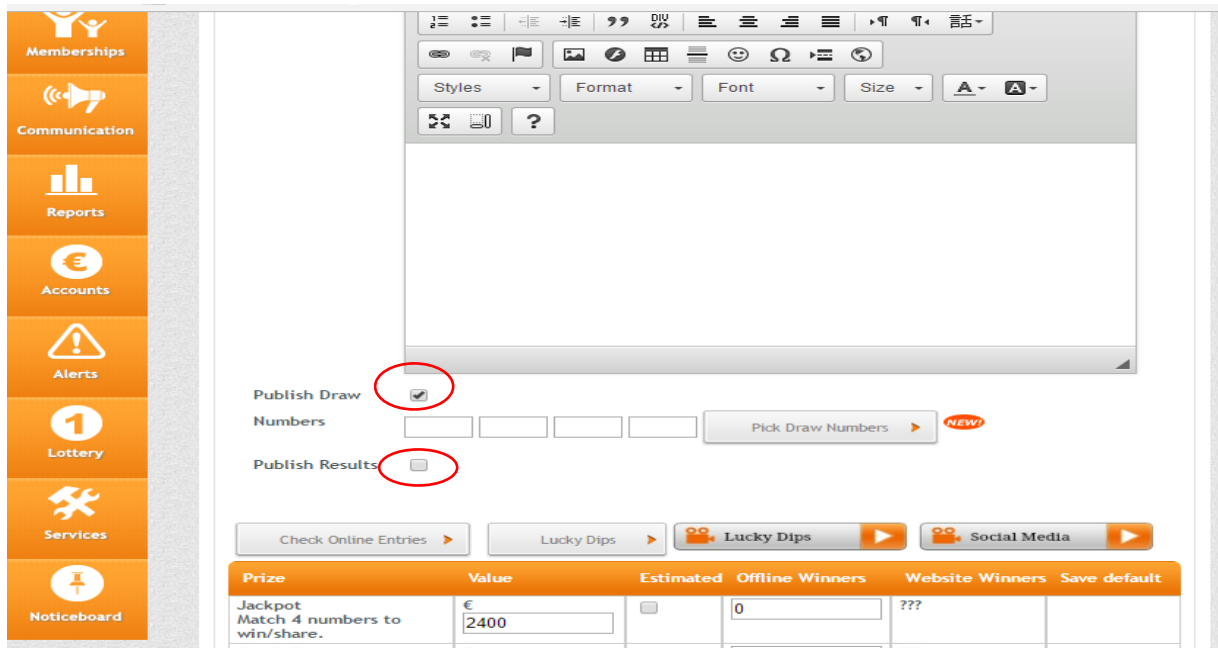
31/08/2016	Details >>	Edit >>
24/08/2016	Details >>	Edit >>

Transfer to SMS Account >>>

Navigate Admin >>>

Edit Lotto >>>

- Tick both boxes for Publish draw and Publish results
- Enter winning numbers that have already been picked from box.



- Then click – Check Online winners.
- If there are no winners, a notice will appear on the screen saying there are no Online winners.
- If there is one or more Match 4 Winners it will tell you that and show the name/names of the winners. Double check names against printed list to make sure you have the correct winners name according to the Lotto Numbers they picked.
- Then Check with Paper ticket checkers to see if there are any Match 4 winners.
- If there is more than one Match 4 winner, the Jackpot is split equally among the winners.
- If there are no Match 4 Winners check for Match 3 Winners.
- If there is one or more Match 3 Winners on-line it will pop up with names of winners. Double check names against printed list to make sure you have the correct winners name according to the Lotto Numbers picked.
- Then Check with Paper ticket checkers to see if there are any Match 3 winners.
- If there is more than one Match 3 winner, the prize of €100 is split equally among the winners.
- If there are no Match 3 winners online or in paper tickets, put all paper tickets in Box and pick 2/4 Lucky dips – you pick one Lucky dip from Online players and one from Paper tickets.

- The 2 Lucky dip winners each share the €100 prize money in Mallow and Fahan and the 4 Lucky dip winners in the combined Sligo/ Ballymote draw each get €30 each.(Value of €120 shared)
- Then complete Lotto Results Poster with names of Winners and next week's Jackpot. Distribute these to volunteers for display at various selling points both in the local community and in-house.
- Write Message with results of Draw and Winning names in Online section and in email part. Then Save Draw.
- Next go to next week's draw and enter new Jackpot and weekly draw amounts on to page and click Publish draw. Then Save entry.
- All winners to be contacted and the winners' names and locations are published on the Posters.

Receipt of Tickets and counting Lotto Cash

All cash must be counted by two people in advance of the draw for all paper entries. All on line entries to be added to cash and counted as part of weekly draw. Enter the details into form provided (Appendix 1). All money to be kept safely and lodged within the week of collection. When lodging funds at Bank, you are required to state the Name of the Lotto and the week number.

Details are to be returned to the National Fundraising Manager at the end of each month to ensure that the Fundraising database is maintained accurately by location. Also to ensure that Garda notification is complied with.

3.2 All Fundraising Events.

All Fundraising Events/Activities conducted under the name of Nazareth Care should be registered with the Fundraising Department in advance.

Any Authorisation/Permits required for any Events must be applied for by the National Fundraising Manager/Fundraising Department.

All Sponsor cards/Christmas Lights cards/ tickets for sale should be pre-numbered and sales and takings reconciled. Assign two individuals to coordinate ticket sales and individuals receiving & returning tickets should sign for the quantity received/returned. Unsold tickets should be returned and reconciled with the record of cash received from each seller. Discrepancies should be investigated without delay, and the National Fundraising Manager to be informed.

4. Cash collecting and Counting

It is the policy of Nazareth Care Ireland to implement best practice for handling cash. The procedure for cash handling is particularly important for two main reasons:

- To protect Nazareth Care from fraud, theft or embezzlement.
- To protect staff or volunteers from accusations of dishonesty or the temptation to commit fraud.

It is the policy of Nazareth Care Ireland that all collection boxes must bear the registered charity number, Nazareth Care name and logo. Boxes must be sealed in a manner to prevent access to their contents without the seal being broken. In addition, each collector is obliged to deliver the collection box unopened and with its seal intact to the permit holder or a person authorised by the permit holder.

A receipt and thank you letter is sent to the donor/collector recording the amount received, the details of the donor/collector and the source of the donation/collection. If the total is not yet counted at point of hand-over then this must be noted on receipt.

5. Lodging Money

All monies received must be lodged to:

Bank Name: Allied Irish Bank
Account Name: Nazareth Care Ireland Fundraising Account
Sort Code: 93-21-91
Account No: 02187121

At the earliest possible date, reconciliation must be made between cash banked and the income summaries. Where practical, this must be undertaken by a person independent of the counting and cashing up of the money.

6. Reporting

Details of all fundraising income must be recoded on the lodgement template and centred under the appropriate fundraising stream e.g. donations, lotto etc. (Appendix 2) These forms to be returned to House Manager at the end of each month. These will then be entered onto Pegasus and allocated accordingly to each location. The Finance office will carry out checks and Bank reconciliation.

It is the policy of Nazareth Care that any suspected incidents of fraud must be reported to the Chief Executive Officer (CEO), and Head of Partnership & Fundraising immediately and may result in disciplinary procedures.

It is the policy of Nazareth Care Ireland that all employees and volunteers must:

- Make available any information relating to fundraising events /activities when requested by the CEO, or Head of Partnership & Fundraising.

- Must not disclose or use donor names (whether individuals, groups or corporations) and mailing lists other than for the sole purpose of Nazareth Care Ireland business.
- Maintain confidentiality for financial information.
- Ensure that all lists, documents and information on contacts acquired are held confidentially.
- Will delete names from lists if so requested.

7. Lottery Permits

All collections of money in public places are governed by legislation and require permits.

Only Fundraising Department Staff Members may apply to the Chief Superintendent of the Garda district for collection permits.

Any person organising a fundraising event on behalf of Nazareth Care Ireland must inform the Head of Partnership & Fundraising in advance of the event.

8. Wills, Donations and Bequests

It is the policy of Nazareth Care Ireland to accept donations, wills or bequests but in certain circumstances the Association can reserve the right to refuse any of these. In the event of doubts about accepting a particular donation, will or bequest, please contact the CEO and the Head of Partnership & Fundraising in the first instance.

If a donation, will or bequest has been specifically given on the basis that the funds are to go to a particular centre or activity, then this request will be honoured by the organisation. A receipt and a letter of thanks will be sent to the Donor. A further letter informing Donor of how their money was spent will be written on completion of expenditure.

Donations should be recorded appropriately and details provided to Fundraising Department to ensure all CHY2 forms are completed and submitted to the Revenue to avail of all tax relief.

9. On-Line Donations

All on-line donations received through online payment at iDonate.ie are recorded by the Fundraising Department in the end of month report following transfer of funds to Nazareth Care Ireland bank account. An official receipt and thank you letter is issued by the Head of Partnership & Fundraising to the individual fundraiser upon completion of their challenge and closure of the fundraising page, generally one month after the event. In the case of any donations received online where the amount is greater than € 250 the donor is sent official thank you on line and a CHY 2 form should be issued seeking details to enable a tax refund, if applicable, to be claimed at year end.

All donations (cash, cheques, drafts, postal orders) received through the post to be evidenced by two signatures.

To assure donors that their donations and gifts are used for the purpose for which they were specified an acknowledgement is sent to the donor confirming that the donation was used for the purpose intended.

If Nazareth Care Ireland is unable to apply the donation for the purpose for which it is donated, the organisation contacts the donor and explains the reason why and suggests an alternative to which the donation can be applied. If this is not agreeable to the donor, the donation will be returned.

10. Tax Relief Schemes on Charitable Donations

For all donation receipts greater than €250 per annum from an individual, a form CHY 2 should be sent with the letter of thanks from the appropriate person e.g. Sr. Superior; Director of Nursing etc. The returned signed form enables Nazareth Care Ireland to gross up the receipt by 31% 'blended rate' and claim tax relief on the difference between the net receipt and gross up amount.

Refer to Nazareth Care Ireland Data Protection policy in relation to communicating with Donors.