



*“Bringing pets closer  
to sick children  
and their families”*

# Legal Guidelines, Safety & Health

Please retain this document to help you with your fundraising.

## Guidelines

While we are really appreciative of your support, Cian's Kennels CLG. cannot organise, supervise or host your fundraising activity. We will endeavour to assist you in any way we can, however we also cannot accept responsibility for any errors or omissions on your part.

## Health and Safety

You should ensure that your event is organised efficiently and safely. Ensure that participants are fully briefed about the event, including (where relevant) any risks, fitness requirements, special equipment or clothing required and standards of behaviour expected. Always check if a hired venue has adequate safety procedures in place; trained first-aid personnel may be required particularly if outdoor venues are used. Outdoor events may also require you to notify local authorities or to obtain special permissions. Risk assessment reports may be necessary when applying for permission.

## Supervision

Ensure that your event is properly and adequately supervised. Where children are attending, this includes:

- Providing proper adult supervision at all times in a safe and secure environment
- Checking that the child's parents/guardians have given permission for their child to take part.

## Insurance

Consider what insurance cover you need for your event. Owners of venues with public access should have adequate cover in place but certain categories of events demand additional or specified insurance cover e.g. large scale outdoor events, adventure pursuits etc. Insurance coverage may have to be factored into your budget. Cian's Kennels CLG does not provide insurance cover for any risks arising from your event.

## Fundraising materials and publicity

All of your fundraising communications should make it clear that you are fundraising in aid of Cian's Kennels CLG. rather than acting formally on behalf of the organisation. You should always check with us before using our logo in promotional or publicity material. If you are using imagery, please do ensure that you have the rights and permission to use same.

## Transparency

A breakdown of costs and income should be available if members of the public request these details.

## Managing Money

As the organiser, you are responsible for the financial management of your fundraising activity. We've outlined some guidelines that might help you with this:



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### **Collecting the money**

We recommend use of a reputable online fundraising/ sponsorship vehicle such as iDonate or GoFundMe to facilitate credit card donations and provide transparency for donors.

Cash should be counted in a secure environment and held in a secure place until it is possible to bank it. Cash received should be counted and recorded by two individuals. Bank draft or cheques should be made out to Cian’s Kennels CLG. Funds should be lodged to Cian’s Kennels bank accounts as quickly as possible and in any event within thirty days of receipt.

No expenses can be incurred in the name of Cian’s Kennels CLG. without express prior agreement in writing from Cian’s Kennels CLG. We will issue you with a receipt for all offline donations, recording the amount donated after all funds have been remitted.

We’d like to give you a total amount raised from your event as soon as possible afterward so you can tell everyone who contributed that you’ve achieved your goal!

### **Data Protection**

If you are unsure about what you should and shouldn’t do, especially where it comes to Child Protection, Data Protection, legalities or financial regulation, give us a call on 085 1488660 and we’ll be happy to guide you.