

Fundraising for schools



COPE Galway



COPE Galway

Welcome to the COPE Team!

We are so grateful you have chosen COPE Galway for your fundraising event and we can't wait to help you get started!

This booklet will take you through the fundraising process step by step to ensure that your fundraising event is as successful and as fun as possible.

Our team are always on standby to help or talk through any of the process so please don't hesitate to get in contact, we'd love to hear from you.

Ciara, Community Fundraising Executive

Our Vision

A community where every person is valued, cared for and supported at every stage of life.

Our Mission

Making a difference by empowering people, creating change and strengthening communities.

Homelessness | Domestic Abuse | Senior Support

Step 1:

Chat with our team

We love to speak with to students and talk about the work we do. Book a school talk for any age.

Our passionate fundraising team are keen to share COPE Galway's vision with students in an engaging and fun discussion.

These interactive chats are especially suited for TY and LCVP projects, however we can tailor the material for any age.



Email Ciara McGrath at fundraising@copegalway.ie to book an in-person session.

Step 2:

Figuring out the details

Consider what type of fundraiser you might like to do.

You might have something already in mind but if you're stuck we have included some ideas, check out the next page!

REGISTER YOUR EVENT

Whether you have already decided on the specifics, or you're struggling to come up with ideas, let us know what you are doing.

Registration form link:

<https://forms.office.com/e/0nxtg0Nd2M>

Details to consider

- Date of event
- Location for event
- Materials you might need

Fundraising Ideas



Sleep Out
(Secondary Schools)



**24 hours of silence
or fast**



Crazy Hair day



Run a challenge event



Bake Sale



Christmas Swim

Join #TeamCOPEGalway



Breakfast morning



Host a marathon event

Danceathon, Skipathon



Fancy Dress Walk



Bric-a-Brac sale



**Teachers vs Students
sports match**



Music concert

We are always happy to chat
through ideas, just email Ciara at
fundraising@copegalway.ie

Step 3:

Start Fundraising

Now to raise some money! You can choose the best way to collect your sponsorship, we've included some information on your options below. You may decide on multiple methods to cover all your bases!

Sponsorship cards

These are a great way to have family and friends contribute to your fundraiser. We will provide COPE Galway sponsorship cards which should be returned to us once your fundraising is complete. If you haven't requested these already, let us know by filling in our registration form.

Collection buckets

We can provide COPE Galway collection buckets or countertop boxes for collecting donations. These all come sealed with a security tag and should be returned unopened with the seal intact once the fundraiser is over.

Fundraising online

Setting up your fundraising page. Fundraising platforms have easy-to-follow instructions to create a fundraising page, set a fundraising target and ask family and friends to support your fundraiser. Choose between the platforms Facebook, Go Fund Me and iDonate. If you get stuck on any part of this, we are happy to help.

Other materials

Posters, COPE Galway logos, Letters of endorsement are all available upon request. Simply reach out to Ciara at fundraising@copegalway.ie if you need any of these materials. You can also reach us there to approve any logo use, we love to see your designs or prints before sharing publicly, so please don't forget to send them on beforehand.

Pro tip:

When creating your online fundraiser, don't forget to Share your Why – the most effective fundraisers give supporters a reason why their charity means something to them. People donate to the person and their story, not just the charity.

Step 4: Spread the word about your fundraiser

The more people you can reach, the more are likely to donate - the more money you raise!

Put up posters around the school or community area

Get chatting to neighbours and friends – keeping your sponsorship card on you in the run up to your event is a good idea.

Share your fundraising page on social media, by email, text message or other messaging platforms.

Make some invitations to your event – your loved ones will be thrilled to get something personal.

Don't forget to thank every person who donates to your fundraiser.

Stuck for something to say?

We've put together some ideas of how you can share your fundraiser on social media

"Want to join me in supporting a good cause? I'm raising money for COPE Galway and your contribution will make an impact, whether you donate a lot or a little. Anything helps. Thank you for your support."

"Families, men and women are all experiencing homelessness in Galway and you can help me tackle the issue by donating to my fundraising event in aid of COPE Galway at (your fundraising page)."

Make sure to tag @COPEGalway and use #SupportingCOPEGalway

Pro tip:

Share updates on the progress of your fundraiser on social media in the couple of weeks leading up to your event. Facebook, Instagram, Snapchat and Tik Tok stories features are great for this

Step 5:

Your Fundraising Event Day

Finally the day has arrived! Here are some tips to ensure the day runs as smoothly as possible..

If you are doing a bucket collection outdoors, make sure to have your permit on hand, and any of your COPE Galway materials.

For fundraising events where there is food involved please ensure you have somewhere appropriate for storage.

Store any money in a safe and secure location, and have two people on hand when counting it.

Take a photograph of yourself on event day and share it with the people who have been following your journey. This will encourage those who haven't donated yet to give to your fundraiser.

Most importantly, have lots of fun and stay safe.

Some responsibilities on the day...

When engaging in fundraising activities on behalf of COPE Galway, you are required to be respectful, honest, transparent and comply with all legal requirements.

All fundraisers should:

- Be trustworthy and conduct themselves at all times with integrity and honesty and should act openly and in such a manner as to ensure that donors are not misled.
- Ensure that their actions enhance the charitable purpose and reputation of COPE Galway and be able to state the purpose for which funds are being collected.
- Have a general knowledge about the aims and objectives of COPE Galway and be able to inform donors of where they can find supplementary information.
- Not knowingly or recklessly disseminate false or misleading information in the course of their professional duties, nor permit others to do so.
- Not unreasonably intrude on the privacy of those from whom donations are being solicited; or make unreasonably persistent approaches nor exert undue pressure on people to make donations
- Comply with all legal requirements which relate to their activities and advocate adherence to these within COPE Galway.
- It must be made clear at all times whether fundraising activities are for COPE Galway in general or for a specific purpose.
- Fundraising activities should not be carried out in a manner which constitutes an unreasonable intrusion on a person's privacy, is unreasonably persistent or places a person under undue pressure to donate.
- Any information obtained in confidence as part of the fundraising process must not be disclosed without express, informed prior consent of the donor.

When completing our online registration form, you will be requested to consent to the above terms.

Step 6:

Lodge your funds raised

**Congratulations on completing your fundraising event!
After it is over, you can send the money raised to
COPE Galway through one of the below options:**

Lodge funds online

You can lodge your funds raised easily on the COPE Galway website at copegalway.ie/lodgefunds

Direct to bank

Account name: COPE Galway

IBAN: IE81

BOFI: 9038 1639 0963 96

BIC: BOFIE2D

Please also email donations@copegalway to let us know about your bank transfer so that we can allocate your money successfully.

Online Fundraising

If you fundraised via a fundraising website like Facebook, iDonate, the funds will be paid directly to COPE Galway.

Paying by Cheque

Post a cheque, made out to 'COPE Galway' to COPE Galway, Calbro House, Tuam Road, Galway H91 XR97.

Please don't send cash in the post.

How we use your funds:

The money you donate from your fundraiser can go towards any one of our services, so if you have a preference please let us know!

Last year we supported:

- 1,217 people who were either homeless or at risk of homelessness. Of those 332 were children.
- 843 women and children engaged with our domestic abuse services
- 901 older people availed of our senior support service

€50 could go towards a food voucher that would help a family buy their weekly shop

€150 could help a family deal with back-to-school costs such as uniforms, schoolbooks & Stationary

€500 could fund buying educational toy and book packs for 10 children in homeless services

MAKING A DIFFERENCE

Empowering
People

Creating
Change

Strengthening
Communities

Fundraising FAQs:

Can someone from COPE Galway come and speak at my event?

Yes! Although we would love to be able to come to each and every event, unfortunately sometimes that just isn't possible. Please do get in contact however, our team will try to get involved as much as we possibly can.

What happens if I don't reach my individual target for an event?

No problem! We are grateful for any support and appreciate COPE Galway is your charity of choice. Any amount of money counts when going towards supporting our homeless, domestic abuse and older people's services in Galway.

What if I want to raise money for one service in particular?


We can ensure that your funds go towards whichever service you would like, just simply note this when completing our registration form on our webpage.

What other ways can I support COPE Galway?

Volunteering is another way that you can contribute to making a difference in the lives of the people we try to help. It can be very rewarding, and research shows people who volunteer are happier and healthier! You can keep up to date on volunteer opportunities on our webpage:
<https://www.copegalway.ie/get-involved/volunteer>

We would love your feedback!

After you've gone through all these steps and your fundraising is complete, we would love to hear how you found the experience of fundraising in aid of COPE Galway! This will help us to make sure we're even more prepared to support other fundraisers in the future.



You can provide us with your feedback by filling in the form on our webpage - <https://forms.office.com/e/nTmtwT40Ui>

Thank you!



COPE Galway

Thank you so much for choosing to
fundraise in aid of COPE Galway