One Day Together

Friday

23rd October 2015

Fundraising Pack

All the information you need to fundraise for Educate Together on 23rd October 2015
Thank you,

Our objective is to dramatically raise the quality of education being offered in Ireland and make Educate Together available to more families all over Ireland.

With your support we can work towards providing more schools which will also guarantee equality for children of all cultures, religions and social backgrounds, fostering interaction and understanding, and ensuring that Ireland's future generations are best prepared for the 21st Century.

Every year everyone at Educate Together gets fundraising fever. Baking cakes, packing bags, playing bingo, eating pies, face painting, egg painting, treasure hunt, hopathons, spinathons, hoolathons, and just about every other kind of 'thon' you can think of.

We want this year's One Day Together to be the best yet! Along with all the fundraising ideas schools come up with to support our network this year we would like to hold an event together and we have something new we'd love to add!

**One Day Together Prize Draw**

We would love if **all our schools** took part this year by holding a One Day Together event, to include our One Day Together Prize Draw in their school in or around the 23rd October. Followed by our One Day Together Grand Prize Draw held on 20th November.

You can make the difference, less than 15% of the funding we need comes from Government, and our schools are not 'fee paying' or 'private' schools, so we rely on charitable donations, volunteers, and funds raised from events to keep us going and growing.

So here's your opportunity to join us for One Day Together in 2015.

**One Day Together**

**Friday**

**23rd October 2015**

---

**Page 1:** One Day Together Prize Draw

**Page 2:** Donating to make a difference.

  Why does Educate Together need to Fundraise?

**Page 3:** 5 Steps to a fun and successful fundraising event and publicise your event

**Page 4:** Choosing an event

**Page 5:** Fundraising tips

**Page 6:** Managing your money and contact details

**Page 7:** Fundraising safety and legal guidelines
One Day Together Grand Prize Draw

Our One Day Together Prize Draw offers two chances to win, firstly in the Prize Draw held in each participating school and another chance to win in our Grand Prize Draw all for just €2 a line!

To get things going, the national office will arrange a family adventure type prize in your local area to raffle off in your school.

Everyone who enters their school draw will get another chance to win prizes in our Grand Prize Draw held on 20th November in the National Office.

1st Prize: Family getaway in the Maldron Hotel Dublin with tickets for Snowman in the NCH
2nd Prize: Family getaway in the Rochestown Park Hotel with a pass to Fota Wildlife Park
3rd Prize: an iPad (donated by Eversheds)
4th Prize: OPW family annual National Heritage Card

Here’s how it works;

Each participating school will get raffle cards to sell lines on for €2 each and to get things started we will source a prize for each school to draw from the lines sold in their school. Schools can add more prizes themselves to their draw if they wish.

All the raffle cards sold by schools will be sent into the National Office for a second chance to win in our Grand Prize Draw on 20th November 2015.

We are here to support you - James, Sarah and I are available over the next few weeks to answer any questions about One Day Together and arrange for raffle cards to be sent and prizes to be allocated to each of our participating schools.

Please lets us know if you will be joining us this year to celebrate One Day Together.

Looking forward to working together for One Day Together.
Donating to make a difference!

Who is Educate Together?

Educate Together is a small Irish charity which pioneered a unique approach to rights based, equality driven education in Ireland over 35 years ago. There are now 77 primary schools and 4 second-level schools in the Educate Together network (2015) and we are facing major demand from parents all over Ireland to open more schools.

The Educate Together Model

Our objective is to dramatically raise the quality of education being offered in Ireland through our “Learn Together” ethical curriculum. The “Learn Together” ethical education programme is a discrete modern curriculum that is delivered in half hour segments each school day and whose values permeate the entire school programme of an Educate Together school. It has been widely praised in Irish education and has already been recognised as an example of best practice in inter-cultural education by the EU.

Educate Together has developed a model of primary school that provides guarantees of equality of access and esteem to children irrespective of their social, cultural or religious backgrounds.

This model creates a dynamic and respectful space in which children of many backgrounds can interact and learn. Educate Together’s goal is to provide children with the skills they need to participate in the democratic process, seek knowledge, and thrive in a diverse and open environment. We believe that our approach nurtures the critical thinkers of tomorrow.

Why does Educate Together need to fundraise?

Educate Together is a charity and we receive less than 15% of our funding from the state. So we need to fundraise to support:

- Existing Educate Together schools
  - Provide support to Principals and Boards of Management, including training and a confidential advice service.
  - Assist schools with representations to the Department of Education and Skills, politicians, planning authorities and legal bodies.

The Learn Together Curriculum

- In-school professional development for teachers.
- Lobbying to increase the presence of the Learn Together in Education Colleges in Ireland which are currently state funded but denominationally run.
- Development of courses for teachers on the Learn Together
- Practical resources for teachers, such as lesson plans and library resources.

Second-level Project

- Researching & developing the modern curriculum, assessment tools, professional development of teachers and learning spaces for our new second-level schools.
- Working with parents in local areas that are demanding an Educate Together second-level school.

Expanding the school network

- Working with parents to open new schools in areas where there is no access to an Educate Together school.

We invite you to join with our dedicated staff - and hundreds of volunteers - to make a practical contribution to change the Irish education system for the benefit of all children. By contributing to our work you are making a lasting and meaningful investment in the future of Irish society.
Part 1 - 5 Steps to a fun and successful fundraising event

Step 1
Work out what type of fundraising activity you would like to organise (try and think of something fun that suits your lifestyle and will appeal to your friends and family). You need to decide if you would like to hold an event or be sponsored for an activity.

Step 2
Read through page 7 of this pack to make sure you understand your responsibilities as a fundraiser for Educate Together. This page may be a bit dull, but it’s important for us to make sure you have all the right information.

Step 3
Start organising your fundraising activity:
 a) Set a fundraising target (with a realistic budget).
 b) Don’t be afraid to ask for venues, prizes and services to be donated. You may be surprised how generous people are!
 c) Create a plan on how you are going to reach your target and give everyone who is helping you out a copy so you can all stay inspired and aligned with your ultimate goal.
 d) Arrange any necessary permits or insurance to make sure everyone is covered. Remember to read the guidelines outlined on page 7 of this pack.
 e) Publicise and promote your fundraising activity.
 f) Assess any potential risks associated with your fundraising activity and create a plan as to what you will do if these risks turn into reality.

Step 4
Hold your fundraising activity. Have fun while you raise funds!

Step 5
Send in the money raised. See page 6 of the pack for options.

Publicising your event
If you are being sponsored: set up a [www.mycharity.ie](http://www.mycharity.ie) online sponsorship page.

Go to [www.mycharity.ie](http://www.mycharity.ie) and click on ‘Create a fundraising page’ (left side of page).

Next click on ‘create your page’.

Then search for Educate Together and then click on the green ‘select’ button.

After that follow the prompts through to ‘publish your page’.

Once your page is set up, email your friends, family and colleagues with the link to the page and they can donate by credit or debit card. You can update your page at any time to let your supporters know how you are doing. Every donation made is recorded on your page (along with any messages of support) and you can also add in any funds you raise in cash. Every donation goes securely to the mycharity account and then on to Educate Together’s account. Sponsor’s personal details are protected at all times.
Facebook is also a wonderful fundraising tool that allows you to let all your friends know what you are doing and how they can get involved.

Press Release
If you are holding an event: why not publicise it through a press release to your local radio stations and newspapers.

Tips for writing a press release:
If possible, type it up, using double spacing. Try to keep it to one side of A4 paper. Always put a date on it. Keep it simple and to the point. The first paragraph is all-important and should contain the most relevant information. Remember to use the five Ws: Who, What, When, Where and Why. Make sure that you include your contact details on it, so someone can always get in touch with you if they need more info.

Choosing an event or activity
Holding an event
Here are some examples of popular events and amounts that could be raised.

Bag packing in supermarket €300 - €500
Sponsored walk/run €600 - €2,000
Coffee morning €200 - €300
Fantasy Football League €150 - €300
Gig / Music night €500 - €1,000
Casual Office Day €500
Table Quiz €500 - €600

You could also do a
- Movie Night
- Culture Night
- Collect donations instead of presents for your birthday or special event
- Bingo Night

Sponsored Activities
To organise a sponsored activity, all you need is a great idea and a www.mycharity.ie page and you're away! A template sponsor form can be downloaded from the ‘Get involved’ of our website if you would like something to hand around to friends, family and colleagues.
Some tried and tested activities done by our very own CEO, Paul Rowe, are: Cycle, Run & Parachute.

Organising a Table Quiz
Getting started

- List everyone you can think of who might like to get involved. Everyone loves a good quiz, so getting teams together shouldn’t be difficult.
- Find the best way of reaching them. e.g. word of mouth, email, posters, facebook.
- Approach local companies. Many are happy to donate prizes once they know it’s for a good cause. Start off by getting in touch with shops and companies you might already know.
- Decide on an entry fee, €5 per person is common. We recommend selling tickets in advance if possible.
What you’ll need
- A good venue, think about size and location. A pub is an ideal venue. Schedule with the pub well in advance and double-check closer to the date.
- Quiz questions. Ensure you have lots of questions for the night and find a firm but fair adjudicator and compère in advance of the quiz.
- Raffle. This always adds to the excitement of the night.

Organising a Coffee Morning
Getting Started
- Advertise the event - word of mouth, email, facebook event, posters. Make sure that any ad says when, where, what time, how much plus where all the funds raised will be donated.
- Decide whether to sell tickets in advance, or charge admission on the day. It may be easier to charge on the day for this event, but selling tickets in advance does give you an idea of how many people to expect.
- Approach local companies. Get in touch with local shops/supermarkets to see if you can get the coffee, tea and snacks donated. Anything extra you can get donated could go towards a raffle on the day.
- Raffle. Enlist the help of friends and family to sell tickets so you can sell as many as possible.

Some Fundraising Tips

- Ask. Don’t be afraid of asking people to contribute - you are doing a great thing and people will respect you for having the courage to make it a success.

- Help your supporters feel good about sponsoring you. Any contribution – no matter how big or small – will make a difference.

- Don’t limit your fundraising activity to just one idea. If you are having a coffee morning have a baby photo competition in the lead up and release the results on the day. Hold a guessing
with your friends, ask them to think about how much they would spend on a normal night out and to consider donating a decent proportion of what they have saved by attending the night.

- Don’t forget to thank everyone involved. Also, let us know in the Educate Together office what you have done so we can thank you properly.

**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.

- Money can be collected in the form of cash or cheques (these should be made out to ‘Educate Together’).
- We recommend setting up a [www.mycharity.ie](http://www.mycharity.ie) page for donors who wish to make a donation via credit card.

**Your costs**

- No expenses can be incurred in the name of Educate Together.

**Sending your money to us**

You can drop the money into the office or send in a cheque, please make it out to 'Educate Together' and send it to:

Educate Together,
11-12 Hogan Place
Dublin 2

or

Make a direct lodgement into the Educate Together account:

**Beneficiary A/C Name:** Educate Together / Ag Foghlaim le Chéile Deposit A/C  
**Beneficiary A/C No.:** 26358179  
**Bank Sort Code:** 93-36-78  
**Beneficiary Bank:** AIB, Blackrock, Co. Dublin  
**Swift BIC:** AIBKIE2D  
**IBAN:** IBAN IE23 AIBK 9336 7826 3581 79  
**Reference:** PLEASE QUOTE 'Fundraising event name’ HERE  

or

Use the donations page on our website [www.educatetogether.ie/donate](http://www.educatetogether.ie/donate). Once you have made payment please let us know that you have done this by emailing adrienne.flynn@educatetogether.ie

If you would prefer to make a donation to Educate Together please go to our website and click on the green donate button on the front page.

[www.educatetogether.ie/donate](http://www.educatetogether.ie/donate)
Fundraising Safety and Legal Guidelines

While we are really appreciative of your support, Educate Together 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.

Public Collections

You need a permit from the Gardaí to collect funds on the street or in a public place. While the owners of some private properties including pubs and shopping centres may allow collections onsite you should always check with the Gardaí on the need for a permit. Permits may take a few weeks or even months to obtain, so advanced planning is necessary.

Raffles & Lotteries

Simple raffles at one-off events usually do not require a license but raffles involving tickets sold in advance may require one. Check with your local Garda station.

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 assessments 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. Additional insurance cover may have to be factored into your budget.

Fundraising Materials and Publicity

All of your fundraising should make it clear that you are fundraising in aid of Educate Together rather than formally acting on behalf of the organisation. You should always check with Educate Together before using our logo in promotional or publicity material. you can find a sample template on our website under the ‘Get Involved” section.

Transparency

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