

# Ireland Donates!

Ireland's Exchange Network for Charities and NGO's



## Chapter Guide

This short guide has been created for those who may be interested in opening up or joining a Chapter for their county. For more information regarding Chapters already established, please visit our site under [www.irelanddonates.com/peopleinvolved.htm](http://www.irelanddonates.com/peopleinvolved.htm) or send an email to Shane at [admin@irelanddonates.com](mailto:admin@irelanddonates.com)

Ireland Donates is supported by Social Entrepreneurs Ireland



## **Welcome to Ireland Donates!**

It's our mission to reduce wastage by helping companies and businesses recycle items to where they are most needed – the social and voluntary sectors. Not only does this aid small or struggling charities and groups, but this type of recycling is also better for the environment. By opening/joining a local Chapter, you are helping to achieve all of this for your county.

What can be donated or requested? All items donated must be of a non-monetary nature such as I.T. equipment, furniture and office supplies. These are the items most often needed by charities and Non-Governmental Organisations (NGO's).

Examples of items include:

- Office Furniture – Tables, Chairs, Dividers, Cabinets, Drawers.
- Computers, software - Office Software, Anti-Virus packages, image design packages.
- Printers, Photocopiers, Fax Machines and Phones
- Manpower (Expertise and Assistance – such as Web Design)
- Transport Services, Packaging, Advertising.

Ireland Donates also welcomes contributions from individuals and other NGO's/charities that they feel might be wanted or needed by others in the field.

By working together, we can make a difference!

## **How Ireland Donates Works**

Ireland Donates is an online exchange network for the benefit of social and voluntary groups in Ireland. Each year companies in particular dispose of vast amounts of equipment and furniture which could be reused again by organisations operating within the social field. Due to limited funding, most charities and NGO's are forced to use some of their fundraising for capital and I.T. equipment - money that could be used more effectively towards achieving their objectives and targets.

Ireland Donates is an easy to use service where companies, individuals and charities can donate or lend necessary goods and services to organisations within the voluntary and social communities. This can be done as a direct donation in the "On Offer" section or as a response to a request for help/assistance in the "Projects and Events" section. Charities and NGO's can also make online requests through the "Wanted" section.

We are a free service and users will never be asked to register their details. Sites which ask visitors to fill in forms can be off-putting and time wasting, and we decided from the beginning that we would avoid all this. Therefore, if a company/charity wants to donate or request an item/service they simply open the appropriate page, enter the details and that's it. Users of Ireland Donates will never be asked for any more information than is absolutely necessary.

## **How to Setup or Join a Chapter for your County**

Would you like to get involved for the benefit of charities or local groups in your county? In an effort to promote our service on a local level, Ireland Donates is looking to establish county specific Chapters across Ireland. A Chapter will help spread awareness of the Ireland Donates service to all the charities and businesses located in that county (in the case of Dublin we would like to see a specific Chapter created for each of the four regions - Dublin City, Fingal, Dun Laoghaire/Rathdown and Dublin South).

We are looking for dedicated people for the following positions (full details below):

**Head of Chapter**

**Chapter Member**

## Head of a Chapter

As the founder of your Chapter, you are responsible for promoting and developing the service in your county. Each county will only have one Chapter and one Chapter Head but the number of people affiliated with that Chapter (Chapter Members) can be unlimited.

The following is a summary of your duties as Head of your Chapter:

- To spread awareness of the service to companies, businesses and organisations within your county. This can be by phone, letter or Email contact. If you intend to use Emails, it's always best to get a direct email address as a general Email may just be bounced back as spam.
- To spread awareness of the service to all community and voluntary groups in your county. In these cases it is usually best to make contact by Email.
- To accept new members to your Chapter. These volunteers will be known as the Chapter members. They will be answerable to you so it will be your responsibility to coordinate their activities – for instance, you could divide the number of places to contact between the members or have them send reminder mails to places previously contacted.
- To submit a monthly report. This can be a short summary of places contacted, progress achieved, successes, difficulties etc... Remember, as Chapter Head the monthly report will be an assessment of the team's (you and the Chapter members) activities over that month.

As a volunteer, we understand your time constraints and we greatly appreciate all the time you will give to this function. Although we are not in a position to compensate you financially for your effort and dedication, you will be listed as an integral part of our team and we are prepared to help you in anyway we can – for instance, we would be happy to write a letter of recommendation on your behalf.

## Guidelines and Conditions

Please read the following guidelines and conditions carefully. Once you are satisfied with the content, please sign and return as soon as you can. Your status as Chapter Head can only begin once we have received signed copies of pages 5 and 6.

- There is no hard rule on how many times you should make contact with companies or charities in order to spread awareness so please use your good judgment in doing so. As you can understand, too much contact will upset people – a rule of thumb is about once a month.
- You will inform us immediately of any new members to your Chapter. They will also have to sign an agreement similar to this one. Normally anybody who wants to join a Chapter should make contact with us first.
- Unless agreed by the founders of Ireland Donates in writing, you will not make public appearances on the association’s behalf – this applies to all media appearances and interviews (e.g. radio, TV, newspapers etc).
- You agree that the founders of Ireland Donates have the power to delete a Chapter and/or remove a member/Chapter Head from their position within that Chapter (we hope we never have to use this option but depending on the severity of the case involved, it may be the only option available).
- As a team member of Ireland Donates, you recognise and respect the Copyright status of the service, and its Disclaimer and Privacy policies as can be found on the Ireland Donates website.

By signing this page, I hereby agree to all the guidelines and conditions as listed.

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Signature

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Date

## Details

Please fill in all spaces provided and return to us as soon as you can. Block capitals please.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Which county will you be representing? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

How soon can you begin? \_\_\_\_\_

Comments/Suggestions? (always appreciated!)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Signature

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Date

## **Duties as a Chapter Member**

As a Chapter Member, you will assist the Chapter Head in promoting and developing the Ireland Donates service in your county. Since these positions are also on a voluntary basis, there are no restrictions to the amount of people who can join a Chapter.

The following is a summary of your duties as Chapter Member:

- To work with the Chapter Head in developing the Ireland Donates service in your county.
- To spread awareness of the service to companies and organisations across your county.
- To spread awareness of the service to all community and voluntary groups in your county.

As a volunteer, we understand your time constraints and we greatly appreciate all the time you will give to this function. Although we are not in a position to compensate you financially for your effort and dedication, you will be listed as an integral part of our team and we are prepared to help you in anyway we can – for instance, we would be happy to write a letter of recommendation on your behalf.

## Guidelines and Conditions

Please read the following guidelines and conditions carefully. Once you are satisfied with the content, please sign and return as soon as you can. Your status as a Chapter Member can only begin once we have received signed copies of pages 9 and 10.

- You must coordinate all your activities with the Chapter Head for your county.
- There is no hard rule on how many times you should make contact with companies or charities in order to spread awareness so please use your good judgment in doing so. As you can understand, too much contact will upset people – a rule of thumb is about once a month.
- Unless agreed by the founders of Ireland Donates in writing, you will not make public appearances on the association’s behalf – this applies to all media appearances and interviews (e.g. radio, TV, newspapers etc).
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Signature

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Date