

# Oesophageal Cancer Fund Lollipop Day Guide 2024

## Guidelines for running a successful Lollipop Day

### Ahead of Lollipop Day:

#### **Materials:**

We suggest that you open your Lollipop Day supplies as soon as you receive them to check that you have everything you need. Contact Sharon if you require any additional merchandise: sharon@ocf.ie / 086 0697328

#### **Volunteers:**

If you have volunteers joining you, please ensure that they have your contact details for the day and that a rota is in place, and has been sent to them.

#### **Collection Location:**

Please visit or contact your assigned collection location 2 weeks prior to Lollipop Day. Please ask for the person in charge and advise/ask the following:

- Your name and that you will be the representative for OCF on Lollipop Day
- That you will have a copy of our public liability insurance and a garda letter/permit on the day of the collection
- Can they provide a small table or stand on the day? (If this is not possible, you will need to bring this yourself)
- If there is anything else that they will need from us?

#### **Permits & Permissions:**

##### **Garda Letter**

As per the Garda Head Quarter Circular no. 3/97 "National Fundraising and the sale of tokens", our fundraising on Lollipop Day is deemed a charitable 'sale', as we sell 'tokens' for a specific price. This puts us outside the ambit of the Street & House to House collections act which requires permits. Additionally, given that this sale will be charitable and that no profits are derived from this, no casual trading permit is required.

Due to this, we will provide you with a Garda letter outlining & confirming this.

If you live in one of the small number of areas where Gardai will be issuing permits despite this, we will notify you and provide you with the relevant permit.

##### **Aldi**

Aldi has kindly given us permission to collect at their stores for Lollipop Day 2024. If you are collecting at an Aldi Store, please give the Store Manager/person in charge a copy of the permission letter from Aldi Head Office, together with a copy of the "Superintendent Garda Permit Letter" and the Insurance Letter.

These letters will be issued to you by email ahead of Lollipop Day.

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## **Dunnes Stores**

Dunnes Stores has kindly given us permission to collect at their stores for Lollipop Day 2024. If you are collecting at a Dunnes Stores location, you may need to present a copy of our permission email from Dunnes Stores Head Office. This will be issued to you, along with the documents mentioned above, by email ahead of Lollipop Day. Should you encounter any issues, please ask the Store Manager to contact Paula Addison at Dunnes Head office who will confirm pre-authorised permission.

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## **On Lollipop Day:**

### **Collection Location:**

Ask for the person in charge (or go to Customer Service Desk/Security where relevant) and show them a copy of the Insurance Letter and the “Superintendent Garda Permit Letter” which indicates that a permit is not required. They can allocate you an area to set up.

### **Setting Up:**

- Set up at your allocated area and stay here unless you are asked to move by a member of staff. Selection of location of collectors within a store is at the sole discretion of the Store Manager. Failure to adhere to this may result in losing permission to take up a collection in the future.
- Insert divider in collection buckets to hold lollipops etc. to keep these separate from cash donations
- Attach the pink security ties provided to buckets for security purposes
- If you have a table and/or chair, we suggest putting some posters around the table and a bucket on the table. It is important to use only current Oesophageal Cancer Fund branded posters provided
- Collectors should always be identifiable by wearing OCF t-shirts provided

### **Price List:**

- Lollipops €3
- Pins €3
- Trolley Tags €3
- Shopping Bags €4
- Stickers are also supplied for anyone who donates but doesn't want to take other items

### **Ways to Donate:**

- Cash donations - using the collection buckets
- QR Codes - Scan to donate using smartphone
- Card machines at selected locations - tap to donate and chip/pin

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## **Cash Donations:**

All collection buckets must be securely sealed with the pink security cable ties.

The following cash-handling procedures are important to protect volunteers and to assure donors that their donations and gifts are used for the purpose for which they were given.

- Cash received is counted and recorded by two individuals (where possible)
- Cash is counted in a secure environment and held in a secure place until it is possible to bank it.
- Deductions must not be made from cash received. Any receipted expenses incurred will be met by OCF after receipt of the cash.

## **QR codes:**

Scan to donate on **iPhone:**

1. Open the Camera app from the Home Screen, Control Center, or Lock Screen
2. Hold your device so that the QR code appears in the viewfinder
3. Tap the notification to open the Lollipop 2024 payment link
4. Select Apple Pay or Google Pay to donate in 1 click or pay by card by adding card details
5. Funds go directly to OCF via our secure payment partner iDonate

Scan to donate on **Android:**

1. Open the Android device's camera or Google Lens
2. Move your camera/Open Lens so the QR code is in the frame
3. Tap the notification to open the Lollipop 2024 payment link
4. Select Google Pay to donate in 1 click or pay by card by adding card details

## **Card Machines (Where Available)**

### **Contactless:**

- Press green button
- Enter the donation amount (for €5 enter 500)
- Press the green button
- Tap the card & Wait for authorisation confirmation
- A receipt is automatically printed
- If customer wants a copy, press green button
- Screen will reset to home screen

### **Chip & Pin:**

- Press green button
- Enter the donation amount (for €5 enter 500)
- Press the green button
- Ask the card holder to insert the card and enter PIN. Press the green button.
- A receipt is automatically printed
- If customer wants a copy, press green button
- Screen will reset to home screen

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## Supporting Collection Volunteers

### **Asking for Donations:**

While reasonable encouragement to support Lollipop Day is allowed, Collection Volunteers should not fundraise in a way that is intrusive or unreasonably persistent, placing undue pressure on a person to donate. If a person clearly indicates – by word or gesture – that they do not want to engage. Collectors should end the conversation in a polite way.

### **Providing Information on OCF:**

Donations to OCF are used for:

- **Raising awareness** of the symptoms of Oesophageal Cancer is a core aspect of the work of OCF in order to ensure people address the symptoms of Oesophageal Cancer at the earliest stage and has cost OCF in the region of €120k annually.
- **Oesophageal Cancer Research** money from Lollipop Day also funds Oesophageal Cancer Research. At the moment OCF funds The National Barrett's Oesophagus Registry and Biobank. The Registry helps the medical professionals identify at-risk patients earlier and track their progress using endoscopies and bioscopies, meaning Oesophageal Cancer can be addressed in its early and most treatable phase. OCF also currently funds a clinical trial with Cancer Trials Ireland called the Neo Aegis Trial.
- **Patient advice and support and National Patient Support Meetings** money from Lollipop Day is also used to support our National Patient Support Meetings for survivors and their families. These meetings will resume in April 2024.

Collectors can also take symptom cards provided in the pack to give to donors so they understand the symptoms of Oesophageal Cancer.

### **Collection Volunteers Induction:**

If you are supervising additional collection volunteers, we suggest as follows:

- Meet at the start of their shift and advise them on the collection point
- Ensure volunteers read the information on the Oesophageal Cancer Fund so they are aware of why they are selling lollipops
- Please give them symptom cards and information leaflets so they can give these to donors if needed
- Please ensure the collectors are familiar with the various ways that they can take a donation (e.g. Cash/QR/Card)

### **Break:**

If you or your volunteers need a break please ensure that collection buckets or supplies are not left unattended

### **Thank You:**

At the end of the day, please thank the shop/ shopping centre for allowing you to take up the collection. Also please extend our thanks to any additional collection volunteers.

Lastly, don't put yourself at risk, have fun and enjoy the day. Thank you!

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## Cash Counting and Remittance

**Collection day cash counting** In keeping with National Fundraising Guidelines it is advised to adhere with best practice that there are two people involved in collection day cash counting. A collection volunteer could assist with this process if required.

## How to Remit your Lollipop Day Money

Please return your donations within **4 weeks** of Lollipop Day so we can put them to work on your behalf.

**Bank Lodgement** Please lodge monies raised to the OCF bank account using the lodgement slip provided. Bank of Ireland have set out the following conditions for lodging money into the OCF account: Only pre-printed bank lodgement slips can be used (this is the one that you have received with your Remittance Advice Letter). Only full bags of coins will be accepted. We would advise that you check with your local Bank of Ireland branch for days and times that they accept coins. If you require an additional Lodgement slip, please email [info@ocf.ie](mailto:info@ocf.ie) or phone 086 0697328.

### Cheques, Bank Drafts

Due to banking procedures, all cheques or bank drafts should be made payable to **Oesophageal Cancer Fund**.

Any further information should be written on the back of the cheque.

Please then post your cheque, or bank draft with your name and address, to: **Oesophageal Cancer Fund, 14-16 Merville Road Stillorgan Co. Dublin A94 H526**

### Online Remittance

You can also remit your money online [www.ocf.ie](http://www.ocf.ie).

Follow the instructions online to remit your Lollipop Day proceeds, making sure to include your name and collection location.

## How to Return your Lollipop Day Merchandise

- You can return supplies to us using the prepaid post label provided to you.
- Please ensure each box has one An Post prepaid post label on it. If you require additional labels, please don't hesitate to contact us at [info@ocf.ie](mailto:info@ocf.ie) or 086 0697328
- If you have goods to return, please do so immediately after Lollipop Day as we must vacate the warehouse premises 2 weeks after Lollipop Day. We will not be in a position to receive any returns after this
- When returning merchandise, please include a note with your contact details so we can track returns.
- Please do not include any cash or cheques with stock you are returning.
- Some volunteers may wish to store their supplies such as buckets, pins, t-shirts etc for next year. If you would like to do so, please communicate this with Sharon.
- Unsold lollipops should be returned to us as they need to be stored in ideal conditions to ensure their longevity.

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**Returned supplies should be sent to:**

**The Oesophageal Cancer Fund, JMC Newlands, Naas Road, Dublin 22. D22 XR66. Please use the An Post label provided when returning your supplies.**

**If you have an An Post label which you do not require, please return it to us as we can reuse it and reduce costs. Please use the following office address for this purpose:**

Oesophageal Cancer Fund, 14-16 Merville Road, Stillorgan, Co. Dublin

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## **Retention of Personal Data**

In order for us to comply with the new GDPR Guidelines on personal data, it is important that any volunteer personal details provided to you by OCF should be fully destroyed by shredding the paperwork. If you cannot do this please return any documents immediately after Lollipop Day to **The Oesophageal Cancer Fund, 16 Merville Road Stillorgan Co. Dublin**. This is to ensure that they are shredded in accordance with our data protection policy.

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## **Photos**

Don't forget to send us some photos so we can share them on our Lollipop Day social media pages and let everyone know the fantastic support you received in your community on Lollipop Day 2024.

All you have to do is remember to take some photos on the Day and send them to us. They can be fun or capture the moment of volunteers collecting in your local community.

Remember to ensure you send us ***people's names and locations*** with any photo.

Please send them to [info@ocf.ie](mailto:info@ocf.ie) or tag us online when sharing your own content

**Thank You very much for supporting the work of the Oesophageal Cancer Fund this Lollipop**

# The Oesophageal Cancer Fund Lollipop Day 2024 Guide

## Oesophageal Cancer Fund Public Liability Insurance:



### To Whom It May Concern

POLICY NO: DNSCV5806003/14/103960  
INSURED: THE OESOPHAGEAL CANCER FUND  
PERIOD OF INSURANCE: 21/01/2024 to 20/01/2025  
RENEWAL DATE: 21/1/2025

The above policy provides the following cover:

BUSINESS: SUPPORT/WELFARE ASSOCIATION

The Policy Limit of Indemnity is:

PUBLIC LIABILITY	€6.5 million	Any One Event
POLLUTION LIABILITY	€6.5 million	All incidents considered to have occurred during any Period of Insurance in respect of Pollution or contamination of buildings or other structure or of water or land or of the atmosphere
PRODUCTS LIABILITY	€6.5 million	All events happening during any Period of Insurance in respect of products supplied
EMPLOYERS LIABILITY	€13 million	Any One Event
PROFESSIONAL LIABILITY	€1.3 million	

The premium has been paid in full

Signed:

A handwritten signature in black ink, appearing to read 'Maurice Walsh'.

BHP Community Ltd T/A BHP Insurance is regulated by the Central Bank of Ireland with registered office at BHP Insurance, Plaza 211, Blanchardstown Corporate Park 2, Dublin 15, D15AP2D Telephone: +353 (0)1 427 7600

Allianz p.l.c. is regulated by the Financial Regulator in Ireland.

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## Oesophageal Cancer Fund Garda Letter:



15th October 2023

Dear Chief Superintendent,

The Oesophageal Cancer Fund (OCF) is a fully registered and compliant charity (Reg. Charity No. 14542). It was set up in August 2001 to raise funds for cancer research and to create greater public awareness of the symptoms of Oesophageal Cancer.

As part of our national Oesophageal Cancer awareness campaign, we are organising our 23rd annual Lollipop Day, which will run nationwide on Friday 23rd and Saturday 24th February 2024. This will involve volunteers selling lollipops and pins for €3.00. The event will be preceded by national media coverage in newspapers, radio and television.

We have been referred to Head Quarter Circular no. 3/97 "National Fundraising and the sale of tokens". We understand that as we will be selling 'tokens' for a specific price rather than holding a 'charitable collection', we will be outside the ambit of the Street & House to House collections act and will not need a permit. We also understand that given that this sale will be charitable and that no profits are derived from this that no casual trading permit is required.

If this is not the situation and we do require permission, can you please send me the necessary application form and I will return it to you immediately.

We have Public Liability Insurance in excess of €6.5 million with Allianz through BHP Insurance and the Policy No. is DNSCV5806003/14/103960.

If you have any further queries, please contact me on 086 454 2713 or [anthony@ocf.ie](mailto:anthony@ocf.ie).

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Anthony Doran', with a long horizontal flourish extending to the right.

Anthony Doran  
Fundraising & Communications Manager  
Oesophageal Cancer Fund



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## Dunnes Stores Approval (for those collecting at Dunnes Stores locations) :

**DUNNES**  
STORES

To: Store Manager                      From: Paula Addison  
  
Date: 3<sup>rd</sup> January 2024  
  
Re: Oesophageal Cancer – Door Collection/Lollipop Day

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Dear Store Manager

Head Office has once again agreed to support this very worthy National Charity.

A representative from **Oesophageal Cancer** will present this letter to the store on our behalf.

We would be grateful if you could do your best to accommodate them with a Door Collection on **Friday 23<sup>rd</sup> & Sat 24<sup>th</sup> February 2024**.

If you have any queries, please contact me on 01 6112167 [paddison@dunnes.ie](mailto:paddison@dunnes.ie) or Sharon Cooney 0860697328, email [sharon@ocf.ie](mailto:sharon@ocf.ie)

Kind Regards  
Paula Addison  
Head Office

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## Aldi Approval (for those collecting at Aldi Store locations) :



**ALDI STORES (IRELAND) LIMITED**

Newbridge Road, Naas, Co. Kildare, W91 VE40

Telephone: 00353 (0) 45 846300  
Facsimile: 00353 (0) 45 846341

11<sup>th</sup> January, 2024

Sharon Cooney  
Oesophageal Cancer Fund  
Lollipop Day  
2 Granville Road  
Blackrock  
Co. Dublin

**RE: Collection on behalf of OCF Oesophageal Cancer Fund**

Dear Ms. Cooney

I confirm that we would be pleased for you to collect on behalf of Oesophageal Cancer Fund (Lollipop Day) outside the following stores as per the date and time specified below:

Store	Date	Time
All Stores	23 <sup>rd</sup> & 24 <sup>th</sup> Feb	All Day

(In the meantime I would be grateful if you could forward me a copy of your Garda permit for our files).

Please bring this letter to the store on the day and make yourself/representatives known to the Store Manager before beginning.

We wish you well and hope that your fund-raising activities are a success.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Jim Walsh', written over a light blue grid background.

**Jim Walsh**  
Store Operations Director

Registered Office: 67/68 Fitzwilliam Square, Dublin 2, D02 R284  
Registered in Ireland, Number: 294035

Directors: Michael Scully (Irish), Alan O'Connell (Irish), Paul O'Connell (Irish), Oliver King (Irish), Donald Madigan (Irish), Michael O'Connell, Colin Bradley

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**ALDI STORES (IRELAND) LIMITED**

Limerick Road, Mitchelstown, Co Cork, P67 EY88

Telephone: 00353 (0) 25 52900  
Facsimile: 00353 (0) 25 52990

22 November 2023

**RE: Aldi Collection Dates**

Dear Mr. Doran

I confirm that we would be pleased for you to collect on behalf of *Oesophageal Cancer Fund* outside the following store as per the date and time specified below:

<b>Store</b>	<b>Date</b>	<b>Time</b>
<b>Aldi Stores MIT Region</b>	<b>23<sup>rd</sup> - 24<sup>th</sup> of February 2024</b>	<b>9am - 6pm</b>

(In the meantime I would be grateful if you could forward me a copy of your Garda permit for our files).

Please bring this letter to the store on the day and make yourself/representatives known to the Store Manager before beginning.

We wish you well and hope that your fund-raising activities are a success.

Yours sincerely

A handwritten signature in black ink, appearing to be 'SC', written over a faint horizontal line.

**Seán Clancy**  
**Store Operations Director**