

These guidelines will assist you in the requirements around community fundraising, in particular handling donations and planning an event. Once registered you will be provided with an 'Authority to Fundraise' letter, which is required by law for any person wanting to conduct a fundraising event. Your Authority to Fundraise for Cancer Council is valid for a set period, which is set out in the accompanying letter, however Cancer Council reserves the right to withdraw this authorisation at any time by notice to you.

## Event Promotion

To help promote your event you may like to use the Proudly Supporting Cancer Council logo. To request this logo please contact us on 1300 65 65 85.

The law says that any advertising material related to fundraising events must:

- State your name clearly and prominently
- Not be likely to cause offence to any person, and
- Not be misleading.

Additional requirements apply to advertising if you are conducting the event as part of your business, or you plan to keep some of the funds raised. Contact Cancer Council for more information on 1300 65 65 85.

If you require donation boxes or raffle books to help with your fundraising please contact Cancer Council on 1300 65 65 85. Please note that these will need to be returned to Cancer Council after your event.

## Banking

The best way to deposit any cash donations collected is to pay them to your fundraising page. Once registered you will also be issued with a deposit slip should you not be able to bank online. You can bank any money you collect into our account at any National Australia Bank branch. Please use your Supporter Number, located on your deposit slip, when you bank money or communicate with Cancer Council. We recommend you try to bank money as soon as possible after you raise it. Make sure all funds are banked no later than 14 days after your event is finished.

## Expenses and Record-Keeping

It is suggested that you keep records of income and expenditure relating to your fundraising event. You can use the provided Income and Expenditure Form to do this. Cancer Council cannot pay your expenses, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. Cancer Council requires you keep expenses to no more than 40% of funds raised.

## After the Event

The law requires that the following items be returned to Cancer Council.

- Income and expenditure form and any receipts, deposit stubs etc.
- Receipt request sheet.

**Please return using the provided Reply Paid envelope to Cancer Council PO Box 816 Potts Point NSW 2011.**

## Upholding Cancer Council's Standards

Because of the nature of our organisation and its work, we ask that you think about Cancer Council's mission of a "Cancer Free Future" when designing your event and seeking sponsors. It is important that the appeal or event accords with Cancer Council's health messages and values, including in relation to tobacco, sun exposure, obesity and healthy eating and alcohol. Therefore, no element of your fundraising should involve or encourage the excessive consumption of alcohol (e.g. beer drinking competitions) or fast food (e.g. hot dog eating competitions) and nor should the Cancer Council name and logo appear anywhere near the logos of companies involved with cigarettes, e cigarettes, alcohol, fast food or tanning salons. If you have any questions about this, please call Cancer Council on 1300 65 65 85.

## Issuing Tax Deductible Receipts

If you receive cash from a donor and bank with your deposit slip, record their name and contact details on your receipt request sheet, and Cancer Council will issue an official tax-deductible receipt shortly after the end of your fundraising appeal.

### What is tax deductible?

- Donations over \$2 made by an individual or organisation

### What is not tax deductible?

- Lump sum collections
- Purchases of raffle tickets
- Purchases of items e.g. chocolate, pens etc.
- The cost of attending fundraising events

For more information, please contact the Australia Tax Office at <http://www.ato.gov.au>, or contact Cancer Council on 1300 65 65 85.

Please note these guidelines are not a substitute for your own legal advice.

## Limitation of Liability

To the maximum extent permitted by law:

- All conditions, warranties, guarantees, rights, remedies, liabilities or other terms implied or conferred by statute, custom, or the general law that impose any liability or obligation on Cancer Council NSW are excluded (including consumer guarantees to the extent such exclusions are permitted under law)
- Cancer Council NSW will not be liable to you or to any other person in contract, tort (including negligence) or otherwise for any loss, damage, cost or expense of any kind (including direct, indirect or consequential losses, damages, costs and expenses) suffered or incurred by you or any other person in connection with your fundraising event or activity

## Insurance

Cancer Council NSW will not obtain any insurance coverage for your fundraising event. You are responsible for obtaining your own insurance coverage as you consider appropriate for your fundraising event or activity.

If you have any queries about your fundraising event, please contact our support team via phone on **1300 65 65 85** or email at [ride500@nswcc.org.au](mailto:ride500@nswcc.org.au).

Thank you for supporting Cancer Council – your important contribution will help us towards a cancer free future.