



Fundraising Guidelines

Thank you for supporting Cancer Council! Your generosity will help us towards a cancer free future.

These guidelines will help you with the specific requirements around community fundraising, in particular when it comes to handling donations and planning an event.

You have been given an “Authority to Fundraise” letter. This is required by law for any person wanting to conduct a fundraising event. Your authority to fundraise for Cancer Council is valid for a specific period, which is set out in the letter.

Event promotion

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

The law states that any advertising related to your fundraising event must:

- State your name clearly and prominently
- Not be likely to cause offence to anyone, and
- Not be misleading

If you are conducting the event as part of your business, or if you plan to keep some of the funds raised to cover the cost of staging the event, then additional advertising requirements apply. Contact Cancer Council for more information at 1300 65 65 85.

If you would like donation boxes to help with your fundraiser, please contact Cancer Council on 1300 65 65 85.

Banking

The best way to deposit any cash donations collected is to pay them to your fundraising page. You have also been sent a deposit slip in case you are unable to bank online. You can deposit any money you collect into our account at any Bank SA branch.

Please use your Registration or Reference number, located on your deposit slip, when you deposit money or communicate with Cancer Council.

We recommend that you deposit money as soon as possible after you raise it. Make sure all funds are deposited no later than 14 days after your event is finished.

Expenses and record keeping

We suggest 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 on the Income and Expenditure Form. Cancer Council requires that you keep expenses no more than 30% of funds raised.

After the event

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

- Income and Expenditure Form
- Host Return Form, including Tax receipt request form

Please return these items using the provided Reply Paid envelope to Cancer Council, PO Box 929, Unley BC, SA 5061.

Issuing tax-deductible receipts

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

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 eg. chocolates, pens, etc.
- The cost of attending fundraising events

For more information, please contact the Australian Tax office at www.ato.gov.au or contact Cancer Council on 1300 65 65 85.

For full fundraising guidelines, please visit: www.doitforcancer.com.au/fundraising-guidelines

Please note that these guidelines are no substitute for legal advice.

Limitation of liability

To the maximum extent permitted by law:

- All condition, 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 SA are excluded (including consumer guarantees to the extent such exclusions are permitted under law).
- Cancer Council SA 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 SA will not obtain any insurance coverage for your fundraising event. Depending on the type of event you're holding, it may be advised that you take out cover for yourself and your event participants. High-risk events will need to be covered by your own public liability insurance. Contact our team on 1300 65 65 85 if you have any concerns.

Privacy

To view our privacy policy, please visit www.doitforcancer.com.au/privacy-policy

[Thank you again for your commitment and generosity.](#)

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