

# Community Fundraising Guidelines



These guidelines have been developed to assist groups and individuals that are planning fundraising events or activities to benefit Cancer Council ACT.

These guidelines provide the basis for a fundraiser/event to be organised by an individual/group to benefit Cancer Council ACT. These terms and conditions will form the basis of any dealings between Cancer Council ACT and the individual/group in relation to the fundraiser/event.

## Organising the event/activity

The volunteer 'Coordinator' is defined as the individual or organisation holding the fundraiser/event on behalf of Cancer Council ACT.

The fundraiser/event shall be conducted in the Coordinator's name and is the sole responsibility of the Coordinator. Cancer Council ACT is not able to take a coordination role in these activities and its officers cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Coordinator in the running of the fundraiser/event.

The Coordinator may have a business and wish to donate a percentage of sales over a period of time to Cancer Council ACT. It is essential that the percentage amount to be donated is displayed on all printed materials relating to the promotion. It is the responsibility of the Coordinator to ensure any requirements of the ACT Gambling and Racing Commission are met.

## Authorisation

Once a coordinator has accepted these Fundraising Guidelines Cancer Council ACT will issue the coordinator with a supporter ID number, which should be used in all correspondence with Cancer Council ACT.

Any person or organisation fundraising in the ACT must, by law, have an 'authority to fundraise' letter. Cancer Council ACT will send the Coordinator such an authorisation letter confirming Cancer Council ACT's involvement when:

- We are satisfied that the fundraiser/event will produce a return of 70% income after expenses have been deducted
- We are satisfied that the fundraising activity fits in with the aims and values of Cancer Council ACT
- We are satisfied the fundraising activity is not a high risk activity.

The Coordinator is not authorised to use Cancer Council ACT as its beneficiary charity until they have received the 'authority to fundraise' letter. Permission to fundraise is issued for a finite period (and no longer than 12 months). For legal and auditing requirements the 'authority to fundraise' letter must be returned to Cancer Council ACT, along with any used or unused receipt books within 28 days of finishing the fundraising activity.

The Coordinator's arrangements for the fundraiser/event should be planned with the approval of Cancer Council ACT. Cancer Council ACT expects a reasonable level of regular liaison and information about the fundraiser/event. Execution of the event is the sole responsibility of the Coordinator.

## Upholding Cancer Council ACT standards

Because of the nature of our organisation and the high ethical standards under which we operate, there are some events that we cannot be associated with. It is important to decide whether the fundraiser/event corresponds with all Cancer Council ACT's health messages and values.

Please consider:

- Cancer and tobacco
- Cancer and sun exposure
- Cancer and obesity
- Cancer and alcohol

## Public Liability

Cancer Council ACT does not provide public liability coverage for any community fundraising event. That is up to the Coordinator to organise if applicable.

The responsibility sits solely with the Coordinator to seek independent advice to ensure the fundraising events are appropriately and independently covered.

## Promoting the event

If the Coordinator wishes to utilise the Cancer Council ACT name and/or logo on any materials or products, the Coordinator must obtain prior permission from Cancer Council ACT. Each piece of printed material, including media releases, must be approved by Cancer Council ACT. Printed material must be forwarded to Cancer Council ACT for approval prior to being printed or circulated.

Permission for logo usage will attract conditions, negotiated between Cancer Council ACT and the Coordinator, especially if the use of logo is for marketing activities of an organisation, and a minimum donation amount may have to be guaranteed. A minimum of three days is required for logo usage approval. If approved the Coordinator must adhere to guidelines on how to use the logo as stated by Cancer Council ACT.

The Coordinator must specify that the fundraising event is 'proudly supporting/benefiting Cancer Council ACT' and must not imply partnership.

If the Coordinator wishes to refer to or promote Cancer Council ACT, it must refer to Cancer Council ACT as 'Cancer Council ACT'. The Coordinator has no right to the name 'Cancer Council ACT'.

The level and percentage of support for Cancer Council ACT must be explicitly stated on all materials and correspondence relating to the fundraiser/event.

Due to limited resources Cancer Council ACT cannot undertake media relations for the Coordinator.

### **Fundraising and the law**

The basic obligations of the Charitable Collections Act are to:

- Provide Cancer Council ACT with an accurate record of the income and expenses associated with your fundraising following the fundraiser/event.
- Keep accurate financial records, including the retention of receipts and invoices relating to expenditure.
- Funds raised and details of your actual income and expenditure must be returned to Cancer Council ACT within 28 days of the fundraiser/event.
- The fundraiser/event must meet requirements of relevant laws and regulations.
- The financial aspects, fundraising, raffles, record keeping and management of the fundraiser/event are the responsibility of the Coordinator, and the Coordinator must comply with the Charitable Collections Act. Non-compliance with these regulations may jeopardise Cancer Council ACT's right to fundraise, so we thank you for your help in this matter.
- The information you provide Cancer Council ACT will be available to the ACT Gambling and Racing Commission on request.

### **Record keeping and banking**

Basic tips for record keeping: A simple way to keep track of the financial details of your event is to keep a folder with a number of plastic sleeves. Use individual sleeves to keep receipts, bank deposit stubs, cheques donated and

sponsorship forms. Make notes on the back of receipts if it is unclear as to what the money paid for.

Cancer Council ACT cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. (Total expense must be less than 30% of total proceeds.)

Cancer Council ACT can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating over \$2 or more. Receipt books must be returned, whether completely or partially used, to Cancer Council ACT within 28 days of the fundraiser/event's conclusion. They are legal and auditable documents, and are the responsibility of the Coordinator. Our compliance with legal issues, such as those surrounding receipts, ensures our continued permission to fundraise, so we thank you for helping us in this way. If a receipt book cannot be located, a signed statutory declaration stating that it has been lost must be provided by the Coordinator. It is the responsibility of the Coordinator to familiarise themselves with the following:

- When a receipt can or cannot be issued and to whom ie. ticket purchases, entry to a raffle, donations of goods or services and auction Purchases are not tax deductible
- The legal implications of issuing receipts
- The necessity of returning official receipts (used and unused) to Cancer Council ACT
- Reconciliation of funds.

**If you have any queries about your Community Fundraising please contact the Fundraising Events Team at Cancer Council ACT on (02) 6257 9999 or email [events@actcancer.org](mailto:events@actcancer.org)**

**Thank you for supporting Cancer Council ACT.**

**Your important contribution will help us in our vision to beat cancer in the ACT.**

