

Authority for Cancer Council TAS to use photographic image

Date photo was taken:

Name of photographer:

Event:

Where:

People in photo (left to right):

.....

Caption or comment:

.....

Individual authorisation to use image (complete a form for each person in photo)

I, (name of person in photo)

I, (name of person in photo)

I, (name of person in photo)

of (c/- principal address) P/Code:

Telephone H: Mobile: Email:

I was / was not ** over 18 years when the photo was taken

Have you seen the photo (tick):

No

Yes a print

Yes in digital format

Yes, it appears below

I acknowledge and declare that:

1. I appear in the above mentioned photographic image.
2. I acknowledge that I may not have seen the image yet.
3. I agree that Cancer Council TAS can use the photographic image in its publications and websites. I accept the image also be used by the media and other external publications.
4. I hereby decline to claim a fee or royalties from the use of the image and will agree that I will not make such a claim in the future.
5. I will not claim compensation for any errors or misdescriptions arising from the use of the image.
6. I reserve the right to withdraw this authorisation at any time in the future. This right also extends to my immediate family.
7. Should this authorisation be withdrawn, I accept that Cancer Council TAS will make every effort to stop using the image as soon as possible.
8. Should this authorisation be withdrawn, I will not unreasonably demand the recall or withdrawal from circulation of a publication containing the image.

Signed (parent/guardian if under 18 years)

..... Date

..... Date

..... Date

Official use only/Reference





Do It For Cancer return slip

Cancer Council TAS
PO Box 1624, Hobart TAS 7001
P: 1300 65 65 85 **F:** (03) 6212 5755
E: specialevents@cancertas.org.au
cancertas.org.au

Please complete this form and return with your event proceeds.

Funds need to be received within 4 weeks after your event.

Full Name:

Organisation:

Address:

Phone: Email:

Title of event:

Event ID: Event Date:

Total amount of funds raised: \$

Funds are enclosed by way of: (Please tick all that apply)

Direct Deposit at National Australia Bank (NAB) (please staple deposit stub to this form)

Amount: \$ **Date:** / /

Funds Received Online: \$

Cheque (payable to Cancer Council TAS)

Money order (payable to Cancer Council TAS)

Cash (hand delivered to Cancer Council TAS)

Credit Card -Amount: \$ Please circle: Mastercard Visa

Card Number:

Name on the card: Expiry Date:

Signature: Date:

I was unable to hold my event

Reason

Materials I am returning:

Donor Record Sheet for official Cancer Council TAS Receipting

Raffle Books- unused books and I will keep all used ticket stubs for 3 months

Banner (s) and Signage

Other

Please return this Return Slip with funds & materials in the reply paid envelope enclosed in your pack to:

Community Fundraising Officer
Cancer Council TAS
PO Box 1624
Hobart TAS 7001



Income and expenditure record statement

The income and expenditure sheet is provided to assist you with managing and keeping a record of all the income and expenses from your fundraiser. Please remember to try and keep the costs of your fundraiser as low as possible so we can ensure all money raised will go towards the cause.

Name of organisation/community group:

Fundraising activity: Date :

Account

Current year to date

Income (please list details below – examples shown)

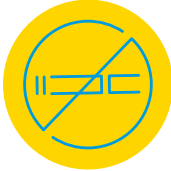
Donations	\$
Sales	\$
Raffles	\$
Auctions	\$
Other	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Expenditure (please list details below – examples shown)

Postage	\$
Printing and publishing	\$
Stationery	\$
Travel	\$
Raffles	\$
Auctions	\$
Other	\$
	\$
	\$
	\$
	\$
TOTAL	\$
Total Expenditure	\$
Net income (total income less total expenditure)	\$



How to make your event cancer smart



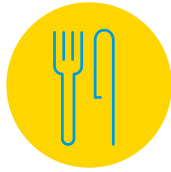
Smoke free

Make your fundraiser a smoke free event. If you know that smokers will be attending your event, take steps to protect yourself, family and friends from the harmful effects of smoke by asking smokers to use a designated outdoor area.



Encourage physical activity

Encouraging participation in an active event such as lawn bowls or netball is a great way to get your daily quota of at least 30 minutes of exercise.



Fresh, healthy food

If you're providing food at your event, make sure you include lots of fresh and healthy options such as fruit, salads or vegetables.



Be sun smart

If your event is outdoors provide SPF30+ or higher sunscreen and encourage everyone to wear a hat, protective clothing and sunglasses. Make sure there is adequate shade provided.



Time of day

Schedule outdoor events to avoid the middle of the day as levels of UV are highest between 10am and 3pm.

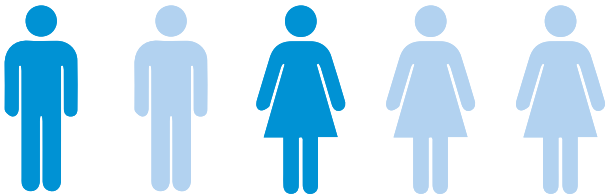


Avoid alcohol

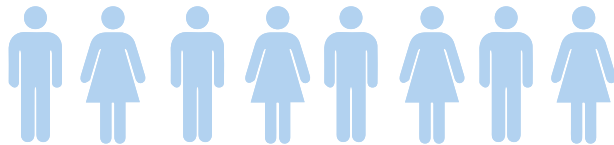
Limit or avoid alcohol consumption at your event.

FACTS

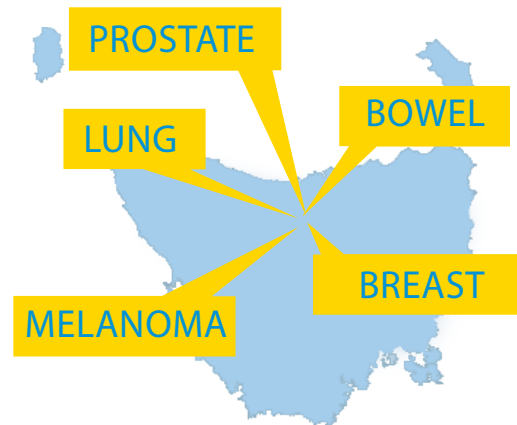
1 IN 2 MEN AND 1 IN 3 WOMEN will get cancer by the age of 85.¹



On average, **8 Tasmanians** are diagnosed with cancer **each day**.



The most common cancers in Tasmania are:



30% of cancers are preventable.²

SUCCESSSES

Thanks to research into prevention, treatment and management, more than **61,000 cancer deaths were averted** between 1987 and 2007.³

Four of the most common cancers – prostate, melanoma, breast and thyroid – **now have survival rates of 90% or higher.**



Survival rates from cancer have risen by **40%**⁵ over the last two decades.⁶



The risk of **dying from cancer** has dropped by **20%** between 1997 and 2012.⁴

PREVENTION

You can **reduce your cancer risk by 1/3** by leading a healthy lifestyle.

Find cancer early, limit alcohol, eat a healthy diet, be a healthy weight, be physically active, be SunSmart, quit smoking.



1. Australian Institute of Health and Welfare & Australasian Association of Cancer Registries 2012. Cancer in Australia: an overview, 2012. Cancer series no. 74. Cat. no. CAN 70. Canberra: AIHW.

2. WHO, <http://www.who.int/cancer/prevention/en/>. This is a conservative estimate – studies have produced numbers ranging from 40% to 80%.

3. Feletto E, Sitas F, Gibberd A, Kahn C, Weber M, Grogan P, Chiew M, Supramaniam R, Velentzis L, Nickson C, Smith D, O'Connell D, Smith M, Armstrong K, Yu XQ, Canfell K, Robotin M, Penman A. The State of Cancer Control Summary. Cancer Council NSW 2013

4. Australian Institute of Health and Welfare & Australasian Association of Cancer Registries 2012. Cancer in Australia: an overview, 2012. Cancer series no. 74. Cat. no. CAN 70. Canberra: AIHW.

5. From 47% to 66% between the periods 1982–1987 and 2006–2010.

6. Australian Institute of Health and Welfare 2012. Cancer survival and prevalence in Australia: period estimates from 1982 to 2010. Cancer Series no. 69. Cat. no. CAN 65. Canberra: AIHW.



Guidelines for issuing tax deductible receipts

Please read the following information carefully. (These rules also apply when recording information on Donation Tally Sheets)

Donors can claim tax deductions for gifts made to eligible gift recipients eg. Cancer Council TAS. Entities entitled to receive gifts for which a donor may claim a tax deduction, are called deductible gift recipients (DGRs). Cancer Council TAS is a DGR.

For a donor to claim a tax deduction for a gift, there are several requirements:

- The payment must be truly a gift. They must not get anything in return. Eg. Buying a raffle ticket in a raffle raising funds for CCT does not entitle the buyer to a tax deductible receipt, because they are getting something in return (a ticket in the raffle).
- It must be made to a DGR.
- Be a gift of money, or property that is covered by a gift type.
- Comply with any relevant gift conditions.

What is a gift?

Not all payments to DGR's are tax deductible. 'Gifts' have the following characteristics:

- They are made voluntarily.
- They do not provide a material benefit to the donor.
- Be a gift of money, or property that is covered by a gift type.
- They essentially arise from benefaction, and proceed from detached and disinterested generosity.

Gift types

The law specifies the types of gifts that can be donated. To be deductible, a gift must be of money or property that is covered by one of the gift types. These are:

- Money: \$2 or more.
- Property < 12 months: property purchased during the 12 months before the gift was made.
- Property valued at more than \$5,000: a valuation by the Australian Taxation Office is required.
- Trading stock: trading stock disposed of outside the ordinary course of business.
- Cultural gifts: property under the Cultural Gift Program.
- National Estate gifts: places listed in the Register of the National Estate.

What is not a gift?

Examples of payments that are *not* gifts include:

- Purchases of raffle or art union tickets.
- Purchases of chocolates, pens etc.
- The cost of attending fundraising dinners, even if the cost exceeds the value of the dinner.
- Membership fees.
- Payments to school building funds as an alternative to an increase in school fees.
- Payments where the person has an understanding with the recipient that the payments will be used to provide a benefit for the 'donor'.

If the donation you have received fits the above descriptions you may issue a receipt.

For further information, please contact the **Australian Tax Office on 1300 130 248** or at www.ato.gov.au or **contact your Community Fundraising Officer at Cancer Council TAS.**



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 TAS are excluded (including consumer guarantees to the extent such exclusions are permitted under the law);
- Cancer Council TAS 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;
- In any circumstances where the above exclusions (or any one of them are held by a court to be ineffective or unenforceable for any reason whatsoever, Cancer Council's NSW liability to you or to any other person is limited to \$100; and
- Cancer Council TAS 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.

Privacy

At Cancer Council TAS, we recognise the importance of your privacy and the safeguarding of your personal information. To view our privacy policy visit www.cancertas.org.au/privacy-statement.

FOR MORE DETAILS, INCLUDING DETAILS OF HOW TO COMPLAIN ABOUT A BREACH OF YOUR PRIVACY, PLEASE READ OUR [PRIVACY POLICY](#) OR CALL US ON 13 11 20.

**Thank you for supporting Cancer Council TAS.
Your important contribution will help us in our mission to beat cancer.**

For details and to donate visit cancertas.org.au



facebook.com/cancercounciltas



twitter.com/cancertas



youtube.com/cancercounciltas



Tips to boost your funds

We really appreciate the trouble you've gone to in creating your own fundraising event. So here are some tips to help all your hard work pay off.

- Set yourself a fundraising challenge target, and plan how you will achieve it.
- Ask all the people you know to tell all the people they know about your event.
- Start fundraising early to allow yourself plenty of time to achieve (or exceed!) your target.
- Ask your workplace to match the funds you raise – an easy way to double your funds.

Do you know the number one reason people donate to charities? Because they were asked! It's that simple. So it goes without saying that the more people you ask to sponsor you Do It For Cancer, the more you will raise!

So who you could ask? Here's some suggestions:

- Get things started by making a donation yourself. You will always feel better about asking someone to do something you've already done. If you can afford it, why not kick in \$25 and get your fundraising off to a great start!
- Ask your local butcher, hairdresser, gym or any other local business you visit regularly to make a donation of \$25. Remember you can issue a tax deductible receipt for any donation over \$2.
- Tell your family what you're planning to do and ask them to put in \$25 each to support you.
- Talk your co-workers into sponsoring you \$20 each.
- Negotiate a donation from your boss. \$100 is a good place to start, you could even find out if your workplace operates a scheme to match what you raise.
- Mention your plans to people from church, day care, school, etc and ask them to donate \$10 each
- And last but not least call on your lifelong best friends! Ask them to pay \$20 each to see you Do It For Cancer.
- Just by approaching the people listed above and using your networks there's a good chance you'll have raised around \$500 in pledges!

For details and to donate visit cancertas.org.au



facebook.com/cancercounciltas



twitter.com/cancertas



youtube.com/cancercounciltas



Follow these handy tips to get the most out of your fabulous FUNdraising!

1. Personalise your online fundraising page

Give your web page some personality. Add a photograph and a video of you in action and tell everyone why you're raising money for Cancer Council TAS.

2. Set a target

How much do you want to raise? Set an ambitious, but achievable, target and you'll find your supporters will dig deep to help you get across the line.

3. Kick off your fundraising yourself

Lead by example! Show you mean business by making a donation from your own pocket. It'll make it easier to ask others to pitch in. If you can afford it, make a \$25 donation to get the ball rolling.

4. Get your close friends and family on board

Email your nearest and dearest to ask for a donation. Let them know what you're planning to achieve and why their support is so important. Suggest an amount to put in, such as \$25.

5. Contact local businesses for support

Ask your local businesses for a donation. Contact the places you regularly visit, like your hairdresser, day care centre, school or sports club, and ask if they could give \$25. Remember to tell them that any donation over \$2 is tax deductible.

6. Ask your work colleagues to donate

Start by negotiating a donation from your boss. Don't be afraid to aim high - ask for \$100! Use your enthusiasm to persuade your co-workers to sponsor you for \$20 each

7. Ask your workplace to match your funds

Here's a great way to increase your total funds. Many workplaces have dollar-matching programs for charities, so ask them to support you by equalling your total funds raised.

8. Use your network to spread the word

Your regular email and social media activities are a great way to get the word out about your event. Add a sentence to your email signature like "I'm raising money to help beat cancer by (your event). Please support me with a donation at [www.\(yourfundraisingpage\).com.au](http://www.(yourfundraisingpage).com.au)". If you're on social networks like Facebook, LinkedIn or Twitter, post a link to your fundraising page on your profile, share progress updates and ask your followers to donate.

9. Follow up anyone who hasn't responded

Some folk may have missed your sponsorship email or been just too busy to take action. Follow up anyone who hasn't responded to your request for a donation with a polite reminder.

10. Keep on fundraising once your event finishes

You'd be surprised how many donations are received after the official event, so don't stop fundraising when yours is over. Email everyone you approached to tell them how your event went and thank those who supported you. You might prompt a last minute donation from the ones that forgot.

**The number one reason people donate to charities is because they were asked.
The more people you ask to sponsor you, the more funds you will raise... so start asking!**

For details and to donate visit cancertas.org.au



facebook.com/cancercounciltas



twitter.com/cancertas



youtube.com/cancercounciltas



Your checklist for planning a successful event

Whatever type of event you're holding, this checklist will make planning it a breeze! Follow these key steps to keep on track.

1. Pick a team to help you out

Rally some reliable friends to help you plan and run your event. The ideal team is passionate, has fundraising experience and lots of good contacts.

2. Set your targets

How much do you want to raise to help beat cancer? Set an ambitious, but achievable, target that takes any outgoings into account. Cut costs by asking for venues, prizes and services to be donated in return for promotion.

3. Find a venue

If you need a venue for your event, start looking now. You'll have to reserve it well in advance. Book any catering or audio-visual equipment you'll need and have a wet weather plan if it's going to be held outside.

4. Check Cancer Council TAS approvals

Make sure you've signed the Fundraising Agreement and received your Authority to Fundraise from Cancer Council TAS. If you want to use our name or logo in your event promotions, please ask us first.

5. Arrange any permits

Check the insurance requirements for your event and make sure you have any necessary state or council permits.

6. Manage any risk

Are there any potential risks for your event, like injury, reputation damage or financial loss? Plan how to reduce or eliminate any risks and run a more enjoyable fundraiser.

7. Create an event plan

Draw up an event plan and give a copy to everyone involved. This will help keep your team organised and on track for success

8. Start publicising your event

Tell everyone you know about your fabulous fundraiser! Use social media, email, posters and flyers, or try old-school calling to reach as many people as possible. Try to tempt local media to cover your event. Review the media guide [here](#).

For details and to donate visit cancertas.org.au



facebook.com/cancercounciltas



twitter.com/cancertas



youtube.com/cancercounciltas



Your checklist for planning a successful event

9. Start banking funds

The sooner you bank the money you raised, the sooner it can start working to beat cancer. Legally, funds must be given to us within two weeks of completing your event.

BANK: Use the deposit slips provided.

BPAY: Pay directly from your bank account.

CHEQUE: Send a cheque, made out to Cancer Council TAS Fundraising Officer at your local Cancer Council TAS office.

CREDIT CARD: Call your local office directly to make a credit card payment.

CASH: Drop cash, cheque or money order into your local Cancer Council TAS office.

ONLINE: Donate by credit card on your personal web page. If you've collected cash, you can transfer it to us by paying in the equivalent amount from your credit card.

No matter how you bank your funds, please complete the Return Slip and send it back to us.

10. Take lots of photos

Your fundraising challenge can be an inspiration to others, so get snap happy! Capture the event with photos or video and email the files to specialevents@cancertas.org.au with a completed Photographic Image Approval form.

11. Say "Thank You"

Make sure you recognise everyone who has helped your fundraising. Thank them for both their financial and personal contributions in the fight to beat cancer.

12. Send everything back to us

After your event, please return any receipt or raffle books and donation sheets to us, along with the Return Slip.

For details and to donate visit cancertas.org.au



facebook.com/cancercounciltas



twitter.com/cancertas



youtube.com/cancercounciltas

