

Community Fundraising Guidelines

These guidelines have been developed to assist groups and individuals who are planning fundraisers/events to benefit Cancer Council Tasmania (CCT). If accepted, by signing and returning the agreement and proposal, these terms and conditions will form the basis of any dealings between CCT and the Community Fundraiser in relation to the fundraiser/event.

Organising the Event

- The fundraiser/event should be conducted in the Community Fundraiser's name and is the sole responsibility of the Community Fundraiser. While we will assist where we can, unfortunately due to limited resources, CCT is unable to take a coordination role in all these activities and cannot assist in soliciting prizes or providing goods or services to assist the Community Fundraiser in the running of the fundraiser/event.
- The volunteer Community Fundraiser is defined as the individual or organisation holding the fundraiser/event on behalf of CCT.
- If you have a business, you may wish to donate a percentage of sales over a period of time to CCT. In this instance, please display the percentage amount to be donated on all printed materials relating to the promotion. Please contact CCT to make an arrangement that satisfies CCT and additional paperwork may need to be completed.

Authorisation

- If the fundraising proposal is approved, the Community Fundraiser will be notified via email or post.
- Any person or organisation fundraising in Tasmania must, by law, have an 'authority to fundraise' letter. CCT will provide this to the Community Fundraiser once:
 1. We have received a written and signed agreement and proposal.
 2. We are satisfied that the Community Fundraiser will supply CCT with a complete record of income and expenditure, with supporting receipts and invoices after the fundraiser/event's conclusion.
 3. We are satisfied that the fundraising activity aligns with the aims and values of CCT.
 4. We are satisfied the fundraising/event is not considered to be a high risk activity.
- The Community Fundraiser is not authorised to use CCT as its beneficiary charity until it has received an 'authority to fundraise' letter. Permission to fundraise is issued for a finite period, no longer than 12 months.
- The Community Fundraiser's arrangements for the fundraiser/event should be planned with the approval of CCT and there should be a reasonable level of regular liaison and information.

Upholding Cancer Council Tasmania's Standards

Because of the nature of our organisation and the high ethical standards under which we operate, there are some fundraisers/events that we cannot be associated with. Therefore, it is important to decide whether the fundraiser/event and any associated sponsors correspond with CCT's health messages and values. Please consider the following when planning your event/fundraiser: cancer and tobacco, cancer and sun exposure, cancer and obesity, and cancer and alcohol.

Public Liability Insurance

Please note that Cancer Council Tasmania does not indemnify or provide insurance cover of any kind for your fundraising activity. The responsibility sits solely with you, the organiser, to seek independent advice to ensure that you are appropriately and independently insured for your activity.

Please contact the Community Engagement Officer in your region (Hobart, Launceston or Ulverstone) if you have any questions regarding this.

Promoting the Event

- If the Community Fundraiser wishes to utilise CCT's name and/or logo on any materials or products, this MUST be approved by CCT and then the logo and its guidelines for use will be provided. Every piece of printed material, including media releases, should also be forwarded to CCT for approval prior to being printed or circulated.
- If the Community Fundraiser wishes to refer to or promote CCT, it must refer to it as 'Cancer Council Tasmania'. However, the Community Fundraiser has no rights to the name 'Cancer Council Tasmania'.
- Due to limited resources, CCT can only assist with media relations for the Community Fundraiser where it deems appropriate. Therefore, this will be considered on a case-by-case basis.

Fundraising and the Law

Basic obligations of the Charities Act which the Community Fundraiser should adhere to are:

- Provide CCT with an accurate record of the income and expenses associated with the fundraiser following the event.
- Keep accurate financial records, including the retention of receipts and invoices.
- Money raised and the details of your actual income and expenditure should be returned to CCT within four weeks of the fundraiser/event.
- The fundraiser/event must meet requirements of relevant laws and regulations. Please contact the Community Fundraising Officer in your region (Hobart, Launceston or Burnie) if you need direction or guidance in this area.
- The financial aspects, fundraising, raffles, record keeping and management of the fundraiser/event are the responsibility of the Community Fundraiser, and as a result, the Community Fundraiser must comply with the Charities Act (for more information please go to the Australian Charities and Not-for-profits Commission website <https://www.acnc.gov.au/>). Non-compliance with these regulations could possibly jeopardise CCT's right to fundraise, so we thank you in advance for your assistance in this matter.
- Please note the information you provide to CCT will be available to the Office of Liquor & Gambling Commissioner on request. (for more information <https://www.treasury.tas.gov.au/>)

Record Keeping and Banking

- CCT cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented (please note that total expenses should be less than 40 per cent of the total proceeds).
- CCT can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating more than \$2. A receipt request form can be forwarded on request, or CCT receipt books can be provided to the Community Fundraiser where it is more appropriate for them to issue receipts themselves. Receipt books should be returned to CCT, whether completely or partially used, within two weeks of the fundraiser/event. They are legal and auditable documents and are the responsibility of the Community Fundraiser. Our compliance with legal issues, such as those surrounding receipts, ensures our continued permission to fundraise so we thank you in advance for your help with this. If a receipt book cannot be located for some reason, a signed affidavit stating that it has been lost should be provided by the Community Fundraiser. It is the responsibility of the Community Fundraiser to familiarise themselves with the following:
 - When a receipt can 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 CCT.
 - Reconciliation of funds