

## Fundraising Guidelines – Cancer Council Victoria

These guidelines will assist you in the requirements around community fundraising, handling donations and planning an event. Once registered you will be sent 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 call 1300 65 65 85 or email [supportercare@cancervic.org.au](mailto:supportercare@cancervic.org.au).

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 Victoria for more information on 1300 65 65 85.

### **Upholding Cancer Council Victoria’s Standards**

Because of the nature of our organisation and its work, there are some events with which we cannot be associated. It is important to decide whether the event accords with Cancer Council Victoria’s health messages and values, including in relation to:

- Tobacco
- Sun exposure
- Obesity and healthy eating
- Alcohol

### **Under 18’s**

Cancer Council requires that fundraisers under the age of 18 years obtain the consent of a parent or guardian, and that their fundraising activities are supervised. Please confirm consent and parent or guardian details when completing your registration. Cancer Council will contact fundraisers under 18 and/or their nominated parent or guardian about their fundraising activity.

## **Banking**

**Option 1:** The best way to deposit any cash donations collected is to pay them online through your fundraising page. This is the fastest and easiest way to get your money to us. Retain the donations, then visit your own fundraising page and clicking the 'donate' button and transfer the money in one lump sum. Please note that this is not a tax-deductible donation.

**Option 2:** Online via direct deposit If you use online banking, directly deposit your fundraising dollars into our account using the following bank details:

Account name: Cancer Council Victoria  
BSB: 013 128 Account number: 8377 25476

Once the money has been transferred, please email [supportercare@cancervic.org.au](mailto:supportercare@cancervic.org.au) with either a photo, screenshot or copy of the receipt so that we can match the funds and add them to your page.

**Option 3:** Please ensure all cheques are made out to Cancer Council Victoria and posted to: Community Fundraising, Cancer Council Victoria Level 8, 200 Victoria Parade, East Melbourne 3002

**Option 4:** Deposit slip You can bank your funds in person at any ANZ bank. If you would like to do this, please contact us directly and we will send you a deposit slip. This will enable you to deposit the money directly into our account and we'll be able to track that it's come from you.

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 expense tracker in your Fundraising Handbook 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.

If you do deduct costs, please send the expense tracker from your fundraising handbook or details of expenses to [supportercare@cancervic.org.au](mailto:supportercare@cancervic.org.au), or Level 8, 200 Victoria Parade, East Melbourne 3002, when you bank your funds.

## **Issuing Tax Deductible Receipts**

All online donors receive an automatic tax receipt via email. If you receive cash from a donor who requires a receipt, bank the funds in one of the four ways outlined above and request a receipt by contacting Cancer Council on [supportercare@cancervic.org.au](mailto:supportercare@cancervic.org.au) or 1300 65 65 85.

## **What is Tax Deductible?**

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

A donation is a gift, where you receive nothing tangible in return.

## **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 Victoria are excluded (including consumer guarantees to the extent such exclusions are permitted under law) Cancer Council Victoria 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 Victoria 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 [supportercare@cancervic.org.au](mailto:supportercare@cancervic.org.au)

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