Cancer Council Tasmania Fundraising Guidelines

These guidelines have been developed to assist groups and individuals who are planning fundraisers/events to benefit Cancer Council Tasmania (CCT). These Guidelines are accepted if you:
Tick the box online on the "Relay For Life" registration page that states "I have read and agree to the Fundraising Guidelines and Privacy Collection Statement "*
Or if you:
Have signed and returned the Community Fundraising Event Proposal to CCT.
These guidelines will form the basis of any dealings between CCT and the Community Fundraiser in relation to the fundraiser/event.

Organising the Event

- The volunteer Community Fundraiser is defined as the individual or organisation holding the fundraiser/event on behalf of CCT.

- The fundraiser/event must be conducted in the Community Fundraiser's name and is the sole responsibility of the Community Fundraiser. While we will assist where we can, 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 Fundraiser could be partaking in the one of the following CCT fundraising campaigns/events: Australia's Biggest Morning Tea, DO IT FOR CANCER, Daffodil Day, Daffodil Day Dip, Dry July, Relay For Life, The Longest Day, The March Charge, Relay For Life, Women's 5km Walk/Run.

Authorisation

- If the community fundraising event application is approved, the Community Fundraiser will be notified via phone, 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 event application OR a completed online application through Do It For Cancer website.

2. We are satisfied that the fundraising activity aligns with the aims and values of CCT.

3. 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 must 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.

We know that about one-third of cancers can be prevented through a healthy lifestyle, including eating well, staying active, using sun protection, drinking less alcohol and living smoke free. Which is why we share our Healthy Fundraising and Events Factsheet with community fundraising events we're aware of, to help reduce cancer risk.

Upholding Cancer Council Tasmania's Standards (cont'd)

However, sometimes we are unaware of community-run fundraising events, or don't have control or oversight of fundraising events that are run independently of Cancer Council Tasmania.

Please consider the following when planning your event/fundraiser:

- Cancer and tobacco,
- Cancer and sun exposure,
- Cancer and nutrition and physical activity, and
- Cancer and alcohol.

No element of your fundraising should involve or encourage the excessive consumption of alcohol, (eg beer drinking competitions) or fast food (eg hot dog eating competitions) and nor should the Cancer Council Tasmania name and logo appear anywhere near the logos of companies involved with cigarettes, e-cigarettes, alcohol, fast food or tanning salons.

Withdrawal of Support

Cancer Council Tasmania reserves the right to withdraw approval of this event at any time, should the event or the event organiser/s fail to comply with Cancer Council Tasmania's Fundraising Guidelines and/or Cancer Council Tasmania's Standards. In the event Cancer Council Tasmania withdraws approval, you agree to return the Authority to Fundraise letter in post or by person, return any signage borrowed for the event to Cancer Council Tasmania (or an agreed location), donate any funds raised so far and will remove any reference to Cancer Council Tasmania from the event

Limitation of Liability

Cancer Council Tasmania will not be liable to you or to any other person in contract, tort (including negligence) or otherwise for any loss, damage, cost of 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

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 Devonport) if you have any questions regarding this.

Promoting an Event

- If a Community Fundraiser wishes to use CCT's name and/or logo on any materials or products, this MUST be approved by CCT and then the specific community fundraising logo 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. Each application will be considered on a case-by-case basis.

Fundraising and the Law

Basic obligations of the Charities Act which you as a Community Fundraiser must adhere to are:

- Money raised and the details of your actual income and expenditure must 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 Fundraising & Events Coordinator in your region (Hobart, Launceston or Devonport) 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 Consumer, Building and Occupational Services, Tasmania; Charities

Record Keeping, Cash Handling and Banking

- Please ensure cash is safely handled at all times.
- Where possible, have two people counting cash received.
- Cash must always be stored in a secure location.
- Banking is the responsibility of the Community Fundraiser.
- 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).
- If you receive cash donation from a donor and they require a receipt, record their name and contact details on the receipt request form provided to you. Following your event, please send this sheet back to CCT as soon as possible and a tax receipt will be issued directly to the donor.