



Community Fundraising

Event Proposal Form and
Fundraising Guidelines

Thank you for your generous offer to help raise funds for Cancer Council Tasmania

On average, eight Tasmanians are diagnosed with cancer each day – making our work in Tasmania vital to the health of the community.

To continue providing our current programs and services in Tasmania, we need your help. It's a huge task and we can only do it when we all work together. Please note that all funds raised stay in Tasmania for the benefit of our community.

About Cancer Council Tasmania

Cancer Council Tasmania is a not-for-profit organisation that works to minimise the incidence and impact of cancer on all Tasmanians through advocacy, raising awareness of cancer prevention and offering support and information for anyone affected by the disease.

How are the funds you raise used?

The proceeds of all fundraising for Cancer Council Tasmania importantly stay in the state and directly fund the programs outlined below:

1. Funding Tasmanian-based research projects which look at methods of preventing, diagnosing and treating cancer
2. Community and professional education and programs in cancer prevention, detection and management
3. Patient and family support and information services through our three Cancer Support Centres and our Cancer 131120 service

Some ideas to get you started

Which of the following best describes the type of fundraising you would like to undertake for Cancer Council Tasmania? (Please choose one answer)

- | | | |
|--|---|--|
| <input type="checkbox"/> Head shave/colour | <input type="checkbox"/> Auction/dinner/ball | <input type="checkbox"/> Fete/bazaar/market |
| <input type="checkbox"/> Art/craft/exhibition/sale | <input type="checkbox"/> Fun run/walk/trek | <input type="checkbox"/> Entertainment/dance/music |
| <input type="checkbox"/> BBQ/luncheon | <input type="checkbox"/> Bicycle/motorbike ride | <input type="checkbox"/> Donation box/collection tin |
| <input type="checkbox"/> Family fun day | <input type="checkbox"/> Raffle | <input type="checkbox"/> Work/school charity day |
| <input type="checkbox"/> Golf day | <input type="checkbox"/> Bowls day | <input type="checkbox"/> Sports day – other |
| <input type="checkbox"/> Trivia night | <input type="checkbox"/> Open garden | <input type="checkbox"/> Sale – percentage of proceeds |
| <input type="checkbox"/> Vehicle rally | <input type="checkbox"/> Bus tour | <input type="checkbox"/> Fashion parade |
| <input type="checkbox"/> Other (please specify): | | |

→ For more fundraising ideas visit: www.cancertas.org.au/doitforcancer

1 in 2
Australians
will be
diagnosed
with cancer
by the age
of 85.

Fundraiser/Event Coordinator

Name: _____ Name of organisation *(If applicable)*: _____

Address: _____ Postcode: _____

Phone BH: _____ Mob: _____

Email: _____ Website *(If applicable)*: _____

Name of a personal referee: _____ Relationship: _____

Phone BH: _____ Email: _____

Have you ever raised funds for Cancer Council Tasmania before? Yes No

What is your motivation to raise funds for cancer?

Is there a particular cancer/cancer issue you would like more information about?

Event Information

Name of fundraiser/event: _____

Proposed date/time frame of your event: _____ From: _____ To: _____

Address or venue of fundraiser/event: _____

What method will you be using to raise money (ie. sponsorship, raffle, auction, percentage of admission price, straight donations)?

If you would like to collect online donations, please visit www.gofundraise.com.au to set up a fundraising page and select Cancer Council Tasmania as your benefiting charity.

Do you intend to seek sponsorship? Yes No *If yes please supply Cancer Council Tasmania with a list of proposed sponsors as an attachment to this application.*

Do you intend to make this an annual fundraiser / event? Yes No

Do you have or intend to seek public liability insurance for your fundraiser/ event? Yes No

If yes, please provide details or provide a letter from your insurer detailing your cover:

Support from Cancer Council Tasmania

I would like to request the following support from Cancer Council Tasmania (CCT), subject to availability:

- | | |
|--|--|
| <input type="checkbox"/> Borrow signage (banner) | <input type="checkbox"/> CCT representative at your event |
| <input type="checkbox"/> Receipt request form | <input type="checkbox"/> Use of CCT logo <small>(subject to approval and guidelines for use apply)</small> |
| <input type="checkbox"/> Receipt books | <input type="checkbox"/> CCT brochures/literature |
| <input type="checkbox"/> CCT donation box/s | <input type="checkbox"/> Other (please provide details below) |

Budget Information

How much money do you intend to raise for Cancer Council Tasmania (please estimate)? \$

Proposed Expenditure	\$	Anticipated Income	\$
Total		Total	

Will another organisation benefit from the fundraising? Yes No

If yes, please state which organisation:

What percentage of funds will be donated to Cancer Council Tasmania?

Cancer Council Tasmania's terms require that funds raised through your fundraiser/event are donated to Cancer Council Tasmania. Do you agree to these terms? Yes No

Agreement

- I have read Cancer Council Tasmania's Fundraising Guidelines carefully and understand the content. I agree to conduct my event in accordance with these guidelines and to make every effort to uphold the good name and character of Cancer Council Tasmania. I understand that I cannot claim against the Cancer Council Tasmania for any damage or injury incurred as a result of this fundraising event.
- I understand that 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. I understand that Cancer Council Tasmania and all its staff and volunteers cannot be held responsible for any loss or damage that occurs as a direct or indirect result of this event. I am in a suitable physical and mental condition to organise and run this event and have considered any and all risks that may be associated with this event.

Signature *(or signature of parent/guardian if under 18 years of age)*

Name *(please print)*

Date

Please return the completed Fundraising Proposal and the signed Agreement to the Community Fundraising Officer in your region:

Hobart

Community Fundraising Officer
Cancer Council Tasmania
GPO Box 1624
HOBART TAS 7001
Phone: 03 6169 1900

Launceston

Community Fundraising Officer
Cancer Council Tasmania
69 Howick Street
LAUNCESTON TAS 7250
Phone: 03 6779 1100

Ulverstone

Community Fundraising Officer
Cancer Council Tasmania
50 Victoria Street
Ulverstone TAS 7315
Phone: 03 6419 4200

Please note that it may take up to 10 days to review and approve your proposal.
A Cancer Council Tasmania representative will contact you if we have any additional queries.

If you require any further information, please contact the Community Fundraising Officer in your region.

Thank you once again for your support of Cancer Council Tasmania. Your important contribution will help us in our mission to minimise the impact of cancer on all Tasmanians.

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