

Community fundraising guidelines

These guidelines have been developed to assist groups and individuals that are planning fundraising events to benefit Cancer Council SA.

These guidelines provide the basis for a fundraiser/event to be organised by an Event Coordinator to benefit Cancer Council SA. If accepted, by completing and returning a signed copy of the agreement and proposal, these terms and conditions will form the basis of any dealings between Cancer Council SA and the Event Coordinator in relation to the fundraiser/event.

Organising the event

- The volunteer 'Event Coordinator' is defined as the individual or organisation holding the fundraiser/event on behalf of Cancer Council SA.
- The fundraiser/event shall be conducted in the Event Coordinator's name and is the sole responsibility of the Event Coordinator. Cancer Council SA is not able to take a coordination role in these activities and its officers cannot assist in soliciting prizes, organising publicity, or providing goods or services to assist the Event Coordinator in the running of the fundraiser/event.
- The Event Coordinator may have a business and wish to donate a percentage of sales over a period of time to Cancer Council SA. It is essential that the percentage amount to be donated is displayed on all printed materials relating to the promotion. The Event Coordinator will need to contact Cancer Council SA to make an arrangement that satisfies Cancer Council SA and the Office of Liquor and Gambling Commissioner. It is the responsibility of the Event Coordinator to ensure any requirements of the Office of Liquor and Gambling Commissioner are met.

Authorisation

- If the fundraising proposal has been successful, notification will be sent by email or post. If successful, Cancer Council SA will issue you with a registration number, which should be used in all correspondence with Cancer Council SA.
- Any person or organisation fundraising in South Australia must, by law, have an 'authority to fundraise' letter. Cancer Council SA will send the Event Coordinator such an authorisation letter confirming Cancer Council SA's involvement when:
 1. we have received a completed and signed proposal
 2. we are satisfied that the fundraiser/event will produce a return of 70% income after expenses have been deducted
 3. we are satisfied that the Event Coordinator will supply Cancer Council SA with a complete record of income and expenditure, with supporting receipts and invoices after the fundraiser/event's conclusion
 4. we are satisfied that the fundraising activity fits in with the aims and values of Cancer Council SA

5. we are satisfied the fundraising activity is not a high risk activity

- The Event Coordinator is not authorised to use Cancer Council SA as its beneficiary charity until they have received the 'authority to fundraise' letter. Permission to fundraise is issued for a finite period (and no longer than 12 months). For legal and auditing requirements the 'authority to fundraise' letter must be returned to Cancer Council SA, along with the record of income and expenditure and accompanying receipts and any used or unused receipt books within 28 days of finishing the fundraising activity.
- The Event Coordinator's arrangements for the fundraiser/event should be planned with the approval of Cancer Council SA. Cancer Council SA expects a reasonable level of regular liaison and information about the fundraiser/event. Execution of the event is the sole responsibility of the Event Coordinator.

Upholding Cancer Council SA standards

Because of the nature of our organisation and the high ethical standards under which we operate, there are some events that we cannot be associated with. It is important to decide whether the fundraiser/event corresponds with all Cancer Council SA's health messages and values.

Please consider:

- cancer and tobacco
- cancer and sun exposure
- cancer and obesity
- cancer and alcohol.

Upholding Cancer Council SA standards

The responsibility sits solely with the Event Coordinator to seek independent advice to ensure the fundraising events are appropriately and independently covered. Cancer Council SA does not provide liability coverage for:

- participants represented by an incorporated body
- participants represented by a business or commercial entity
- events that charge an entry fee
- sporting events.

Please contact Cancer Council SA Project Officer to discuss your event in further detail if you require public liability insurance.

Promoting the event

- If the Event Coordinator wishes to utilise Cancer Council SA name and/or logo on any materials or products, the Event Coordinator must obtain prior permission from Cancer Council SA. Each piece of printed material, including media releases, must be approved by Cancer Council SA. Printed material must be forwarded to Cancer Council SA for approval prior to being printed or circulated. Permission for logo usage will attract conditions, negotiated between Cancer Council SA and the Event Coordinator, especially if the use of logo is for marketing activities of an organisation, and a minimum donation amount may have to be guaranteed. A minimum of three days is required for logo usage approval. If approved the Event Coordinator must adhere to guidelines on how to use the logo as stated by Cancer Council SA.
- The Event Coordinator must specify that the fundraising event is 'proudly supporting/benefiting Cancer Council SA' and must not imply partnership.
- If the Event Coordinator wishes to refer to or promote Cancer Council SA, it must refer to Cancer Council SA as 'Cancer Council SA'. The Event Coordinator has no right to the name

'Cancer Council SA'.

- The level and percentage of support for Cancer Council SA must be explicitly stated on all materials and correspondence relating to the fundraiser/event.
- Due to limited resources Cancer Council SA cannot undertake media relations for the Event Coordinator. Media Guidelines will be provided if the proposal is successful and upon request.

Fundraising and the law

The basic obligations of the Charitable Purposes Act are to:

- Provide Cancer Council SA with an accurate record of the income and expenses associated with your fundraising following the fundraiser/event.
- Keep accurate financial records, including the retention of receipts and invoices relating to expenditure.
- Funds raised, the 'authority to fundraise' letter and details of your actual income and expenditure must be returned to Cancer Council SA within 28 days of the fundraiser/event.
- The fundraiser/event must meet requirements of relevant laws and regulations. Please contact Cancer Council SA 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 Event Coordinator, and the Event Coordinator must comply with the Charitable Purposes Act. Non-compliance with these regulations may jeopardise Cancer Council SA's right to fundraise, so we thank you for your help in this matter
- The information you provide Cancer Council SA will be available to the Office of Liquor & Gambling Commissioner on request. Record keeping and banking
- Basic tips for record keeping: A simple way to keep track of the financial details of your event is to keep a folder with a number of plastic sleeves. Use individual sleeves to keep receipts, bank deposit stubs, cheques donated and sponsorship forms. Make notes on the back of receipts if it is unclear as to what the money paid for.
- Cancer Council SA cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. (Total expense must be less than 30% of total proceeds.)
- Cancer Council SA can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating over \$2 or more. Receipt books must be returned, whether completely or partially used, to Cancer Council SA within four weeks of the fundraiser/ event's conclusion. They are legal and auditable documents, and are the responsibility of the Event Coordinator. Our compliance with legal issues, such as those surrounding receipts, ensures our continued permission to fundraise, so we thank you for helping us in this way. If a receipt book cannot be located, a signed affidavit stating that it has been lost must be provided by the Event Coordinator. It is the responsibility of the Event Coordinator to familiarise themselves with the following:
 1. 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
 2. the legal implications of issuing receipts
 3. the necessity of returning official receipts (used and unused) to Cancer Council SA

4. reconciliation of funds.

- There have been some important changes to South Australian law in regards to how you represent Cancer Council SA as a fundraiser when you are collecting donations of goods, services or money from people you don't know (unsolicited) in the community:

1. you must wear the supplied name badge in a manner that is visible to the public at all times.
2. there are restrictions around times that collections can be made from unsolicited donors (people that you do not know) in the public.
3. further information about these changes can be found [here](#).

Please remember that the fundraiser/event will be held to raise funds for non-tax deductible contribution, of the net proceeds of a fundraising activity, made to Cancer Council SA.

If you have any queries about your application please contact the Community Fundraising Coordinator at your local Cancer Council office.

Thank you for supporting Cancer Council SA. Your important contribution will help us in our vision to beat cancer in South Australia.

Content printed from <https://www.cancersa.org.au/get-involved/hold-your-own-fundraiser/community-fundraising-guidelines>

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