



## Fundraising Guidelines

These guidelines will assist you in the requirements around community fundraising, handling donations and planning an event. Once registered you will be provided with 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 Victoria is valid for a set period, which is set out in the accompanying letter.

### 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).

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.

If you require donation boxes to help with your fundraising, please contact Cancer Council Victoria on 1300 65 65 85.

### Banking

There are four ways that you can bank your funds.

#### Option #1: Online through your fundraising page

This is the fastest and easiest way to get your money to us. All you must do is visit your own fundraising page, hit the 'Donate' button, select Bank Funds from my tea and bank the money raised in one lump sum.

#### Option #2: Online via Direct Deposit

If you use online banking, you can directly deposit your fundraising dollars into our account by using the following bank details:

**Account name:** Cancer Council Victoria

**Account number:** 8377 25513

**BSB:** 013-128

Once the money has been transferred, please email [supportercare@cancervic.org.au](mailto:supportercare@cancervic.org.au) stating the reference number, the date and the exact amount that has been deposited.

### **Option #3: Posting us a cheque**

You can also bank by sending us a cheque in the post. Please ensure all cheques are made out to Cancer Council Victoria and posted to:

Australia's Biggest Morning Tea

Level 8, 200 Victoria Parade, East Melbourne 3002

### **Option #4: Deposit Slip**

You can also 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.

### **Expenses and Record-Keeping**

It is suggested that you keep records of income and expenditure relating to your fundraising event. Cancer Council Victoria cannot pay your expenses, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. Cancer Council Victoria requires you to keep expenses to no more than 30% of funds raised.

### **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 appeal or event accords with Cancer Council Victoria's health messages and values, including in relation to:

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

### **Issuing Tax Deductible Receipts**

If you receive cash from a donor and bank with your deposit slip, record their name and contact details on your receipt request sheet, and Cancer Council Victoria will issue an official tax-deductible receipt shortly after the end of your fundraising appeal.

### **What is tax deductible?**

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

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://ato.gov.au> or contact

Cancer Council Victoria 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 Victoria – your important contribution will help us towards a cancer-free future.

