

These guidelines will assist you in the requirements around community fundraising, in particular handling donations and planning an event. Once registered you will be provided with an 'Authority to Fundraise' letter or email, 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 or email, 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 contact us on **1300 65 65 85**.

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 for more information on 1300 65 65 85.

If you require donation boxes or raffle books to help with your fundraising please contact Cancer Council on 1300 65 65 85. Please note raffle books will need to be returned to Cancer Council after your event.

Banking

The best way to deposit any cash donations collected is to pay them to your fundraising page. Once registered you will also be issued with a deposit slip should you not be able to bank online. You can bank any money you collect into our account at any National Australia Bank branch. Please use your Supporter Number, located on your deposit slip, when you bank money or communicate with Cancer Council. 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. Cancer Council cannot pay your expenses, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented. You can contact us at

1300 65 65 85 and ask us to send you an Income and Expenditure Form to help you do this. Cancer Council requires you keep expenses to no more than 40% of funds raised.

What is a necessary and reasonable expense?

- Bread, meat, onions, sauce for a sausage sizzle
- Venue hire, answer sheet printing costs for a trivia night
- Ingredients, plates, serviettes for a bake sale

What is not a necessary and reasonable expense?

- Spotify membership, unnecessarily expensive meat (e.g. prime wagyu) for a sausage sizzle
- Transport to and from venue, meal or bar tab for a trivia night
- Purchase of matching outfits for people working on stall at bake sale

Please note that Cancer Council will have the final decision of whether an expense is reasonably necessary. If you are unsure of whether an expense may be deducted, please contact our team on 1300 65 65 85 to discuss.

After the Event

The law requires that the following items be returned to Cancer Council:

- Receipt Summary Sheet (see “Issuing Receipts” section below)
- Income and Expenditure Form and any receipts, deposit stubs etc (if used for your fundraising).

Please return by email to events@nswcc.org.au or post to Cancer Council NSW, PO Box 816 Potts Point NSW 1335.

Upholding Cancer Council’s Standards

Because of the nature of our organisation and its work, we ask that you think about Cancer Council’s mission of a “Cancer Free Future” when organising your event and seeking sponsors. It is important that the appeal or event accords with Cancer Council’s health messages and values, including in relation to tobacco, sun exposure, obesity and healthy eating and alcohol. Therefore, no element of your fundraising should involve or encourage the excessive consumption of alcohol (e.g. beer drinking competitions) or fast food (e.g. hot dog eating competitions) and nor should the Cancer Council name and logo appear anywhere near the logos of companies involved with cigarettes, e cigarettes, alcohol, fast food or tanning salons. If you have any questions about this, please call Cancer Council on 1300 65 65 85.

Issuing Receipts

When your supporters donate to your online fundraising page, Cancer Council will immediately issue them an official receipt by email. For any cash donations you receive (tax deductible or otherwise), the law requires that receipts are issued to all donors. You will need to:

- count the donation in front of the donor; and
- note their name and contact details and the amount on the Receipt Summary Sheet.

Please contact Cancer Council on 1300 65 65 85 for a Receipt Summary Sheet or download one [here](#).

You will need to complete and promptly return this to Cancer Council at events@nswcc.org.au for a receipt to be issued and to comply with the Charitable Fundraising Regulation 2021 and Charitable Fundraising Act 1991.

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://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 NSW are excluded (including consumer guarantees to the extent such exclusions are permitted under law)
- Cancer Council NSW 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 NSW 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](tel:1300656585) or email events@nswcc.org.au.

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

How to use this form

This form is to capture donor details for any cash donations you receive (tax deductible or otherwise), for your fundraiser. You will need to complete and promptly return this to Cancer Council NSW for receipts to be issued and to comply with the Charitable Fundraising Regulation 2021 and Charitable Fundraising Act 1991.

Please return to: **Cancer Council NSW, PO Box 816, Potts Point NSW 1335**, or scan and email to events@nswcc.org.au

If you need any assistance completing this form, please call our support team on **1300 65 65 85**.

Guidelines

- Please fill out all fields in this form in clear BLOCK LETTERS. Receipts cannot be distributed if fields are incomplete.
- If a donation was made online or via credit card donation slip, please DO NOT fill in the details below as a receipt will be issued automatically.
- If cash donations are collected, the law requires that receipts are issued to all donors. You will need to:
 - count the donation in front of the donor; and
 - note their name, contact details, and amount donated on this Receipt Summary Sheet
- Only donations of \$2 or more, where no goods or services were received in exchange, are eligible to receive tax deductions. Please refer to the fundraising guidelines for further detail.
- To reduce our carbon footprint and save on postage costs, we issue all receipts digitally via email. Please indicate if a posted receipt is required.

Host/Fundraiser Information

First Name Surname

Contact number Email

* I confirm I have read and agree to the privacy collection statement on page 2 of this form.

Supporter ID/Deposit slip number Event name

Total amount of cash/offline funds raised

How were the funds transferred to Cancer Council NSW? Cheque Bank Deposit BPAY Other

What date was the deposit made?

Receipt 1

Individual Donation on behalf of organisation

Donation date Donation amount Method: Cash Cheque Money Order

Full Name Organisation (if applicable)

Contact Number Email Address

Address

City State Postcode

* Cash donation amount has been verified by donor and fundraiser This donation is tax deductible

* I confirm I have read and agree to the privacy collection statement on page 2 of this form.

Please do not contact me about Cancer Council events

To help save on postage costs and reduce our carbon footprint, a digital receipt will be emailed to you Please post me a receipt instead

Receipt 2

Individual Donation on behalf of organisation

Donation date Donation amount Method: Cash Cheque Money Order

Full Name Organisation (if applicable)

Contact Number Email Address

Address

City State Postcode

* Cash donation amount has been verified by donor and fundraiser This donation is tax deductible

* I confirm I have read and agree to the privacy collection statement on page 2 of this form.

Please do not contact me about Cancer Council events

To help save on postage costs and reduce our carbon footprint, a digital receipt will be emailed to you Please post me a receipt instead

Receipt 3

Individual Donation on behalf of organisation
 Donation date Donation amount Method: Cash Cheque Money Order
 Full Name Organisation (if applicable)
 Contact Number Email Address
 Address
 City State Postcode
 * Cash donation amount has been verified by donor and fundraiser This donation is tax deductible
 * I confirm I have read and agree to the privacy collection statement on page 2 of this form.
 Please do not contact me about Cancer Council events
To help save on postage costs and reduce our carbon footprint, a digital receipt will be emailed to you Please post me a receipt instead

Receipt 4

Individual Donation on behalf of organisation
 Donation date Donation amount Method: Cash Cheque Money Order
 Full Name Organisation (if applicable)
 Contact Number Email Address
 Address
 City State Postcode
 * Cash donation amount has been verified by donor and fundraiser This donation is tax deductible
 * I confirm I have read and agree to the privacy collection statement on page 2 of this form.
 Please do not contact me about Cancer Council events
To help save on postage costs and reduce our carbon footprint, a digital receipt will be emailed to you Please post me a receipt instead

Receipt 5

Individual Donation on behalf of organisation
 Donation date Donation amount Method: Cash Cheque Money Order
 Full Name Organisation (if applicable)
 Contact Number Email Address
 Address
 City State Postcode
 * Cash donation amount has been verified by donor and fundraiser This donation is tax deductible
 * I confirm I have read and agree to the privacy collection statement on page 2 of this form.
 Please do not contact me about Cancer Council events
To help save on postage costs and reduce our carbon footprint, a digital receipt will be emailed to you Please post me a receipt instead

Receipt 6

Individual Donation on behalf of organisation
 Donation date Donation amount Method: Cash Cheque Money Order
 Full Name Organisation (if applicable)
 Contact Number Email Address
 Address
 City State Postcode
 * Cash donation amount has been verified by donor and fundraiser This donation is tax deductible
 * I confirm I have read and agree to the privacy collection statement on page 2 of this form.
 Please do not contact me about Cancer Council events
To help save on postage costs and reduce our carbon footprint, a digital receipt will be emailed to you Please post me a receipt instead

Privacy Collection Statement

Cancer Council is collecting your information as required by law for fundraising purposes, and to keep you informed about programs and activities that may interest you. If you are a Fundraiser and do not provide your information, then Cancer Council will be unable to identify the funds you have raised and issue the receipts required by law. If you are a donor and do not provide your information, Cancer Council will be unable to provide you with a receipt for your donation. We may provide your information to third party service providers like cloud storage providers (who may be overseas), or where we participate in data collectives. You can contact us on 1300 780 113 to access your information or unsubscribe from marketing communications. For more information on how we handle your personal information, see www.cancercouncil.com.au/privacy or call us on 1300 780 113.