

## Community Fundraising Proposal and Agreement

### Fundraiser/Event Coordinator

Name of event organiser/main event contact

Name of organisation (if applicable)

Address

Suburb  Postcode

Phone wk  hm  mob  fax

Email 1  Email 2

Name of referee (cannot be a member of the applicant's family)

Name of organisation  Position title

Referee address

Suburb  Postcode

Referee phone

I am organising this fundraiser/event in honour of (if applicable)

Do you plan to involve groups of children in your fundraising?  Yes  No

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

What is your motivation for fundraising for the Cancer Council SA?

### Event information

Which of the following best describes the type of fundraising you would like to undertake? (Choose ONE answer)

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

## Event information (continued)

Name of fundraiser/event

Proposed date/time frame of your event. From (dd/mm/yyyy)  To (dd/mm/yyyy)

Address or venue of fundraiser/event

Do you intend to seek sponsorship?  Yes  No

(If yes please supply the Cancer Council with a list of proposed sponsors as an attachment to this application.)

Do you plan to make this event annual?  Yes  No

## Cancer Council support

I would like to request the following support/assistance from the Cancer Council SA:

(Please note: We will contact you about your requirements. All support/assistance is subject to availability.)

- |  |  |
|--|--|
| <input type="checkbox"/> Borrow signage  | <input type="checkbox"/> Use the Cancer Council logo                 |
| <input type="checkbox"/> Tax-deductible receipts* <input type="checkbox"/> books of 20 | <input type="checkbox"/> Cancer Council representative at your event |
| <input type="checkbox"/> Cancer Council brochures/literature                           | <input type="checkbox"/> Donation boxes                              |
| <input type="checkbox"/> Other (please specify) <input type="text"/>                   |  |

## Budget information (please complete)

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

Will another organisation benefit from the fundraising?  Yes  No

If yes, please state which organisation

What percentage of funds will be given to the Cancer Council SA?  %

I have read the Cancer Council SA's Fundraising Guidelines carefully and understand their 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 the Cancer Council SA. I understand that I cannot claim against the Cancer Council SA for any damage or injury incurred as a result of this fundraising event.

I understand that the Cancer Council SA reserves the right to withdraw approval of this event at any time, should the event or the event organiser/s fail to comply with the Cancer Council SA's Fundraising Guidelines. I understand that the Cancer Council 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 or Guardian to sign if Event Coordinator is under 18 years of age)

Print name

Date

Please return completed Fundraising Proposal and Agreement to:

Community Fundraising Coordinator  
Cancer Council SA  
202 Greenhill Road, Eastwood SA 5063  
t 08 8291 4166 f 08 8291 4180  
e sthornton@cancersa.org.au

# Community Fundraising Guidelines

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

These guidelines provide the basis for a fundraiser/event to be organised by an Event Coordinator on behalf of the Cancer Council SA (hence forward the Cancer Council). If accepted, by signing and returning the previous page, and completing the agreement and proposal, these terms and conditions will form the basis of any dealings between the Cancer Council and the Event Coordinator in relation to the fundraiser/event.

## Organising the Event

- The fundraiser/event shall be conducted in the Event Coordinator's name and is the sole responsibility of the Event Coordinator. The Cancer Council is not able to take a coordination role in all 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 volunteer "Event Coordinator" is defined as the individual or organisation holding the fundraiser/event on behalf of the Cancer Council.
- If you have a business you may wish to donate a percentage of sales over a period of time to the Cancer Council. It is essential that the percentage amount to be donated is displayed on all printed materials relating to the promotion. You will need to contact the Cancer Council office to make an arrangement that satisfies the Cancer Council and the Office of Liquor and Gambling Commissioner for working with a trader, and additional paperwork must be completed.

## Authorisation

- If the fundraising proposal has been successful, notification will be sent by email or post. If successful, the Cancer Council will issue you with an event number, which should be used in all correspondence with the Cancer Council.
- Any person or organisation fundraising in South Australia must, by law, have an 'authority to fundraise' letter. The Cancer Council will send the Event Coordinator such an authorisation (sanction) letter confirming the Cancer Council's involvement when:
  - We have received a written and signed application
  - We are satisfied that the fundraiser/event will produce a return of 60% income after expenses have been deducted
  - We are satisfied that the Event Coordinator will supply the Cancer Council with a complete record of income and expenditure, with supporting

receipts and invoices after the fundraiser/event's conclusion

- We are satisfied that the fundraising activity fits in with the aims and values of the Cancer Council
- We are satisfied the fundraising activity is not a high risk activity
- The Event Coordinator is not authorised to use the Cancer Council as its beneficiary charity until it has received the 'authority to fundraise' letter. Permission to fundraise is issued for a finite period, no longer than 12 months, and following the fundraiser/event the 'authority to fundraise' letter must be returned to the Cancer Council office, along with the record of income and expenditure and accompanying receipts and any used or unused receipt books and ID badges.
- The Event Coordinator's arrangements for the fundraiser/event should be planned with the approval of the Cancer Council. The Cancer Council expects a reasonable level of regular liaison and information about the fundraiser/event.

## Upholding the Cancer Council's 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 the Cancer Council's health messages and values.

Please consider:

- Cancer and tobacco
- Cancer and sun exposure
- Cancer and obesity
- Cancer and alcohol

Public Liability Insurance should be discussed with the Cancer Council's Community Fundraising Coordinator.

## Promoting the Event

- If the Event Coordinator wishes to utilise the Cancer Council name and/or logo on any materials or products, the Event Coordinator must obtain prior permission from the Cancer Council. Each piece of printed material, including media releases, must be approved by the Cancer Council. Printed material must be forwarded to the Cancer Council for approval prior to being printed or circulated. Permission for logo usage will attract conditions, negotiated between the Cancer Council 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. Guidelines on how to use the logo are supplied if the logo is provided to the Event Coordinator.

- If the Event Coordinator wishes to refer to or promote the Cancer Council, it must refer to the Cancer Council as the 'Cancer Council SA'. The Event Coordinator has no right to the name 'Cancer Council SA'.
- The level, mode and percentage of support for the Cancer Council must be explicitly stated on all materials and correspondence relating to the fundraiser/event.
- Due to limited resources the Cancer Council cannot undertake media relations for the Event Coordinator. Media Guidelines will be provided if the proposal is successful.

### **Fundraising and the Law**

The basic obligations of the Charitable Purposes Act are to:

- Provide the Cancer Council with an accurate record of the income and expenses associated with your fundraiser following the fundraiser/event.
- Keep accurate financial records, including the retention of receipts and invoices.
- Where expenses will need to be deducted from the gross income of the event, set up a separate bank account that mentions the Cancer Council's name. ALL funds are to be banked into this separate bank account and expenses can only be drawn out after all the money has been banked. The account must be closed after your event. Monies raised should be banked directly into such a bank account or into the Cancer Council's own bank account using a deposit slip. All accounts opened for community fundraising purposes must have two signatories, approved by the Cancer Council, to authorise payments relating to the event.
- Money raised, the 'authority to fundraise' letter and details of your actual income and expenditure must be returned to the Cancer Council within four weeks of the fundraiser/event.
- The fundraiser/event must meet requirements of relevant laws and regulations. Please contact your Cancer Council office 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 the Cancer Council's right to fundraise, so we thank you for your help in this matter

- The information you give the Cancer Council 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.
- The Cancer Council cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of your event, provided they are properly documented, and the total amount is initially deposited into the bank account. (Total expense must be less than 40% of total proceeds).
- The Cancer Council 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 the Cancer Council within four weeks of the fundraiser/event's conclusion, along with ID badges. 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:
  - When a receipt can be issued and to whom i.e. 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 the Cancer Council
  - Reconciliation of funds.

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 the Cancer Council.

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

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