

Cancer Council NSW Fundraising Guidelines

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 via a link or email. The Authority to Fundraise is required to be issued to any person wishing to conduct a fundraising event and grants you the right to raise charitable funds and collect donations on behalf of Cancer Council NSW.

Your Authority to Fundraise for Cancer Council is valid for the Event Period specified in the accompanying letter or email. Cancer Council reserves the right to withdraw the Authority to Fundraise 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:

- Clearly and prominently discloses your name and the charitable purpose of the fundraising event (being to raise funds for Cancer Council NSW);
- Not be likely to cause offence to any person, and
- Not be misleading or deceptive to the public.

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 bank any funds raised as soon as possible after receiving them. You must bank all funds raised 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 from the funds raised the cost of your necessary and reasonable expenses. As an authority holder you are required by law to take all reasonable steps to ensure that the expenses retained are fair and proportionate to the gross income raised. In order to deduct costs of necessary and reasonable expenses they must be 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.

In accordance with legislation, Cancer Council requires you keep the necessary and reasonable expenses claimed to no more than 50% of the funds raised.

Examples of what constitutes a “necessary and reasonable expense” include:

- The cost of bread, meat, onions and sauce for a sausage sizzle
- Venue hire, answer sheet and printing costs for a trivia night
- Ingredients, plates and serviettes for a bake sale

What is not a necessary and reasonable expense?

- Spotify membership or 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

The above examples are non-exhaustive and provided as a general guide only, Cancer Council reserves the right to make a final determination 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 alongside 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* (NSW) and *Charitable Fundraising Act 1991* (NSW).