



## COMMUNITY FUNDRAISING GUIDELINES

These fundraising guidelines provide the conditions of fundraising for the National Breast Cancer Foundation (NBCF). All individuals, organisations or groups who intend to raise funds for NBCF need to read and agree to these conditions in planning and running all fundraising activities.

### Processing your application

Please allow 48 hours for your application to be received and a confirmation receipt to be issued. Approval can take between 5-7 working days.

During our busiest period of August to November, please allow 1-2 weeks for your final application to be approved. If an urgent situation occurs ("a not to miss opportunity") please contact us via phone in the first instance (02) 8098 4800.

### On what basis are applications assessed?

We will approve applications where;

- we have sufficient written information,
- the application fits within these guidelines,
- it does not involve unnecessary risk, and
- it will provide a reasonable return.

Upon approval of your application, we will issue your "Authority to Fundraise" letter and you can start organising your fundraiser.

### Naming your event

You may want to come up with a fun and catchy name for your event. Please be aware that there are sensitivities around breast cancer and the part of the body involved. While some people find it humorous to use vernacular terms to describe the breast, other people may be offended by the use of certain terms. We'll make every effort to help you come up with the right sort of language, but we do reserve the right to review the suitability of your event name.

## Are there any activities that NBCF does not tend to approve in terms of community fundraising?

All fundraising activities approved by NBCF must comply with all relevant Australian Federal and State Laws. Whilst we would like to be able to approve all applications, there may be some activities which do not adhere to our charter and would therefore not be accepted. These include but may not be limited to any fundraising activities:

- That promote smoking and tobacco
- That promote fundraising via the sale of alcohol direct to the public
- That promotes/exhibits any nudity, semi-nudity or sexual imagery
- That promotes violence in any form
- That promotes cruelty to animals
- That results in a potential negative impact on the environment
- That involves a high level of personal or public risk (as in the actual activity)
- Where the logo is used for packaging of a product or on a product and sold in a retail environment without an established licensing agreement
- NBCF will not approve the use of its logos for the application of permanent tattoos or body markings and related sponsorship activities

## RESPONSIBILITIES AND EXPECTATIONS

### As an NBCF Community Fundraiser

The Community Fundraiser is the actual person, contact and/or organisation responsible for the running of the proposed event or activity. The activity should not proceed until NBCF has issued an "Authority to Fundraise" and supporter number.

### What are the responsibilities of a Community Fundraiser?

The approved Community Fundraiser:

- Shall not undertake any door to door, street sales or telephone based approaches for donations to be made in connection with the activity
- Is responsible for the coordination and management of the activity/ies, associated licences, required insurances, publicity and communications with NBCF and the community, procurement of prizes, services, volunteers and personnel
- Assumes full responsibility for managing the activity in an appropriate way and that the event is conducted and promoted in the organisers name
- Accepts and is responsible for minimising any risk associated with the fundraiser and is responsible for the safety of the event, volunteers and personnel and that it has the required minimum level of public liability cover
- Will be required by NBCF to arrange their own public liability insurance specific to the activity and indemnifies NBCF against any liability in relation to the conduct of an activity
- Must disclose any prior or current criminal convictions before approval is awarded
- Ensure children under the age of 16 collecting, handling or managing funds are under the supervision of a responsible adult over the age of 18.

### Are there any financial and administrative responsibilities as a Community Fundraiser?

When you agree to become an NBCF Community Fundraiser, you agree to be responsible for the administration and instances related to the staging or conduct of your activity. It will be your responsibility to:

- Seek the required permits relating to activities such as raffles, lotteries, auctions etc
- Collect, hold all funds collected in a secure environment and reconcile the funds relating to any fundraising activities undertaken
- Aim to maintain costs at no more than 40% of the total income
- Pay any invoices relating to your expenses and ensure that they are not to be addressed to NBCF
- Provide all funds to NBCF within 14 days of the expiry of the "Authority to Fundraise"

### Legal responsibilities:

- The event must be conducted and comply with all relevant Australian Federal and State Laws
- Organise insurance requirements e.g. public liability cover – NBCF cannot issue their public liability for your fundraiser. You can try and find a venue that will allow you to use theirs.
- The Community Fundraiser will indemnify NBCF from and against any claims for injuries or damage arising at or from the activity – NBCF to be noted as an Interested Party
- Obtain other licences required e.g. local council approvals
- Ensure the event is recognised as being run to support NBCF and therefore properly account for all income/expenses incurred as well as ensuring activities and actions are appropriate
- The information you supply to NBCF will also be provided to the relevant government agencies in your state upon request should licences be required
- If a registered community fundraiser has not raised any funds in over a year, the fundraising authority will be ceased and all promotion associated with the activity must be terminated

# WORKING WITH NBCF

## Please note that NBCF cannot provide assistance with:

- Provision of any NBCF related database for promotion or marketing purposes
- Promotion of sales/events through any NBCF social media channel
- Prizes for your fundraising activities such as auctions, raffles, competitions etc
- Applying for relevant permits, licences or insurance covers related to third party activities
- NBCF staff to run the events
- Sale of tickets, products or services as part of your initiative
- Reimbursement of event related expenses
- Financial contributions to any event related promotional materials or equipment

## Is it OK to approach NBCF supporters/partners for involvement in community fundraising activities?

No, NBCF has many corporate partners and sponsors that support the foundation all year round. As these companies are already very generous supporters of the foundation and are approached frequently throughout the year, we ask that you do not approach these companies. These companies are listed on the NBCF website.

## How should I promote my association with NBCF?

Please state "Proud Community Supporter of the National Breast Cancer Foundation". We also have a Community Supporter Logo that you can use to show your association with NBCF. It is important to be transparent and make it clear that you are representing your fundraising activity and your event is not run by NBCF.

# AFTER THE EVENT

## What do I do once my activity has finished?

- Complete the Banking Your Funds form
- Provide the funds raised to NBCF **within 14 days** of the completion of your activity
- Return any used/unused receipt books

## Acknowledgement of your contribution

Only once funds are received can NBCF issue an official thank you letter and/or receipt (if applicable) and acknowledgement of your contribution.

## Tax deductible and non-tax deductible receipts

The issuing of tax deductible receipts are based on conditions outlined by the Australian Taxation Office (ATO) In summary:

- Tax deductible receipts may be issued when donations are made on a purely voluntary basis with no conditions attached. There are also certain circumstances where a tax deductible receipt may be issued if the price paid for items such as entry tickets or auction items far exceeds the actual value.
- Tax receipts are not issued when a payment results in the receipt of a good or service or the donation is not deemed to be unconditional e.g. recognition of sponsorship, as this is not classed as a donation or gift. This also relates to purchasing raffle tickets, entry fees or auction items and sponsorship.

Please refer to the ATO [www.ato.gov.au](http://www.ato.gov.au) for further information on tax related matters.

## Official National Breast Cancer Foundation receipts

- Donations of \$2 and over are tax deductible
- All receipt books used and unused must be returned to NBCF head office
- You, as the Community Fundraiser, will receive a letter to acknowledge the funds raised. This is not a tax deductible receipt.

## Consent to share images and messages

You, as the Community Fundraiser, give consent to NBCF to use all photos, videos, quotes and stories shared with NBCF. It is your responsibility to ensure all persons in the photos give consent. You can withdraw your consent at any time by letting us know.

## State and territories regulators

**ACT** – Access Canberra – [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au) and ACT Gambling and Racing Commission (for raffles and gaming) –

[www.gamblingandracing.act.gov.au](http://www.gamblingandracing.act.gov.au)

**NSW** – Office of Liquor, Gaming and Racing – [www.liquorandgaming.nsw.gov.au](http://www.liquorandgaming.nsw.gov.au)

**SA** – Consumer and Business Services [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

**QLD** – Office of Fair Trading – [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au) and Office of Liquor Gaming and Racing (for raffles and gaming) – [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

**TAS** – The Liquor and Gaming Branch, Tasmanian Gaming Commission – [www.gaming.tas.gov.au](http://www.gaming.tas.gov.au)

**VIC** – Victorian Commission for Gambling Regulation, Minor Gaming Unit – [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au)

**WA** – The Department of Racing, Gaming and Liquor – [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)