

## FUNDRAISING ACTIVITY GUIDELINES

**The following guidelines provide essential information for groups and individuals planning a fundraising activity to benefit Breast Cancer Trials. Please read these guidelines carefully before completing the Fundraising Activity Application Form.**

### Application Process:

- Individuals or groups/organisations wishing to hold a fundraising activity to benefit Breast Cancer Trials must complete the Fundraising Activity Application Form.
- Applications will be assessed individually and you will receive formal notification that your application has been approved.
- The fundraising activity must fit with the aims, values and ethical standards of Breast Cancer Trials to be considered for approval.
- By signing and returning the Fundraising Activity Application Form, the individual or group/organisation (*“the Fundraiser”*) agrees to the terms and conditions set out in this document (Fundraising Activity Guidelines) in relation to the fundraising activity.
- If your application is approved, Breast Cancer Trials will issue you with a Fundraising Authority which confirms that Breast Cancer Trials supports the fundraising activity and that the Fundraiser can use the name ‘Breast Cancer Trials’. The Fundraiser must receive the Fundraising Authority before the Fundraiser is authorised to use the name and/or logo of Breast Cancer Trials.

### Legal and Insurance:

- The fundraising activity will raise funds for Breast Cancer Trials to support the breast cancer trials research program it conducts.
- The fundraising activity will be conducted in the Fundraiser’s name and the activity is the sole responsibility of the Fundraiser.
- The fundraising activity must comply with the relevant charitable fundraising legislation in the state/territory where the fundraising activity is being conducted. Different states have their own legislation which should be checked beforehand, and the Fundraiser must apply for any permits and authorities that may be required. Copies of any permits must be sent to Breast Cancer Trials.
- It is the responsibility of the Fundraiser to ensure they have the relevant insurance and indemnity considered necessary for any activity that involves the general community or individual members of the public. Breast Cancer Trials has no responsibility for these matters in relation to any fundraising activity undertaken by the Fundraiser and Breast Cancer Trials will have access to copies of the Fundraiser’s policies on request. In special circumstances, Breast Cancer Trials may be able to assist with insurance and indemnity cover, dependent on the nature of the fundraising activity. If you are unsure whether your event requires insurance, please contact Breast Cancer Trials.
- The Fundraiser does not have authority to make any representations on behalf of Breast Cancer Trials unless agreed in writing.
- The Fundraiser indemnifies Breast Cancer Trials, its employees and its volunteers against all liabilities, losses, costs and damages that any of them may sustain or incur as a result, whether directly or indirectly, of any:
  - a. breach of the relevant charitable fundraising legislation by the Fundraiser;
  - b. negligent, wrongful, or fraudulent act or omission by the Fundraiser; or
  - c. physical injury (including death) to any person or damage to any property caused by the Fundraiser arising at or from the fundraising activity that is the subject of this Fundraising Activity Application Form.

#### Income and Expense:

- Breast Cancer Trials is not responsible for the management or record keeping of the fundraising activity, or for the commercial success or any debts incurred in the fundraising activity. The Fundraiser is responsible for any and all expenses associated with the conduct of the fundraising activity.
- The Fundraiser must take all reasonable steps to ensure that total expenses payable from the fundraising activity do not amount to more than 40% of the gross proceeds generated from the activity.
- Breast Cancer Trials cannot pay expenses incurred by the Fundraiser. The Fundraiser can deduct necessary expenses from the proceeds of the fundraising activity provided they are properly documented (total expenses must be less than 40% total proceeds).
- Where appropriate, the gross proceeds from the fundraising activity should be banked into the Fundraiser's account. This income must be clearly identifiable in the banking and accounting records of the Fundraiser and distributed to Breast Cancer Trials in accordance with the written agreement between the Fundraiser and Breast Cancer Trials.
- The Fundraiser does not have authority to issue tax deductible receipts on behalf of Breast Cancer Trials. All donations must be remitted to Breast Cancer Trials immediately upon receipt, together with the names and addresses of all attendees/supporters who are eligible to receive a tax deductible receipt. Donations of \$2.00 or more are tax deductible. Please note: some fundraising activities, for example the ticket price to attend an event or an auction purchase, may be eligible for a partial tax deduction. Please contact Breast Cancer Trials for more information.
- Funds raised together with details of actual income and expenditure must be forwarded to Breast Cancer Trials within four weeks of the fundraising activity being held.

#### Advertising and Promotion:

- Any advertising, promotion, notice or information provided for the fundraising activity must:
  - be conducted in accordance with decency, dignity and good taste, must be based on fact and must not be false or misleading;
  - include Breast Cancer Trials as the beneficiary; and
  - receive approval from Breast Cancer Trials prior to printing and distribution.

#### General:

- If you have a business and wish to donate a percentage of sales, or donate a monetary amount from each product sold, or something similar, please contact Breast Cancer Trials.
- The Fundraiser must not approach Breast Cancer Trials corporate partners for sponsorship of their fundraising activity (a list of these partnerships can be found on our website). Additionally we request that the Fundraiser consult Breast Cancer Trials should they wish to approach any company to support their fundraising activity. Breast Cancer Trials can assist you to ensure that corporate sponsorship and support is in accordance with the aims and values of Breast Cancer Trials and does not adversely affect the existing corporate partnerships of Breast Cancer Trials.
- Due to limited resources, Breast Cancer Trials is not able to coordinate or manage the fundraising activity. However, Breast Cancer Trials will provide guidance and advice to the Fundraiser with regards to planning and undertaking a fundraising activity. The Fundraiser must liaise regularly with Breast Cancer Trials with regards to the organisation of the fundraising activity.

If you have any questions we are happy to assist you. Please contact us on Ph: 1800 423 444 or email: [fundraising@bctrials.org.au](mailto:fundraising@bctrials.org.au).

***Thank you for supporting Breast Cancer Trials. We rely on the generosity of the community and we are grateful for all contributions. Please be assured your support is very important and will help to create better outcomes for women and their families throughout Australia.***

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**ANZ Breast Cancer Trials Group Limited (trading as Breast Cancer Trials) is a registered charity with the Australian Charities and Not-For-Profits Commission**