



FUNDRAISING ACTIVITY GUIDELINES

The following guidelines provide essential information for individuals and groups planning to hold a Pink Bloom Party fundraising activity to benefit Breast Cancer Trials. Please read these guidelines carefully before completing the [Pink Bloom Party Registration Form](#).

REGISTRATION PROCESS

- Individuals or groups/organisations wishing to hold a Pink Bloom Party (the Event) to benefit Breast Cancer Trials must complete the Pink Bloom Party Registration Form which includes a link to the Event Terms and Conditions.
- By completing the Pink Bloom Party Registration Form the individual or group/organisation ("the Fundraiser") agrees to the Event Terms and Conditions, and the requirements set out in this document (Fundraising Activity Guidelines) in relation to the Event.
- Registrations are approved automatically and an email will be issued the same day to the Fundraiser confirming the Event registration and containing the Fundraising Authority.
- The Fundraising Authority confirms that Breast Cancer Trials has authorised the Fundraiser to hold the Event and it can be used when approaching supporters or sponsors when and if required.

RESPONSIBILITIES AND EXPECTATIONS

Legal and Insurance:

- The Event must fit with the aims, values and ethical standards of Breast Cancer Trials.
- Funds raised through the Event for Breast Cancer Trials will support its breast cancer trials research program.
- The Event will be conducted in the Fundraiser's name and the activity is the sole responsibility of the Fundraiser. The Event 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 must be granted access to copies of the Fundraiser's policies on request.
- 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 Event that is the subject of this Event Registration.

Event Income and Expenses

- Breast Cancer Trials is not responsible for the management or record keeping of the Event, or for the commercial success or any debts incurred in the Event. The Fundraiser is responsible for any and all expenses associated with the conduct of the Event.
- The Fundraiser must take all reasonable steps to ensure that total expenses payable from the Event (if incurred) do not amount to more than 40% of the gross proceeds generated.
- Breast Cancer Trials cannot pay expenses incurred by the Fundraiser. The Fundraiser can deduct necessary expenses from the proceeds of the Event provided they are properly documented.
- If the Fundraiser has collected any cash donations in person, including via a raffle or donation tin, funds must be banked through the Fundraisers Pink Bloom Fundraising page before 30 November 2025.

Tax Deductibility

- The Fundraiser does not have authority to issue tax deductible receipts on behalf of Breast Cancer Trials.
- The issuing of tax-deductible receipts is based on conditions outlined by the Australian Taxation Office (ATO).
- Donations of \$2.00 or more are tax deductible.
- If a supporter donates to the Event via the Fundraiser's Pink Bloom Party Fundraising page, a tax-deductible receipt will be automatically issued to them via email.
- 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', for example sponsorship where in return a business receives a promotional benefit. This also applies to purchasing raffle tickets, payment of entry fees and the purchase of auction items.

- If the Fundraiser has collected any cash donations in person, it is advisable to collect the person's name and contact details should they wish to receive a tax-deductible receipt. The Fundraiser must bank these donations through the Fundraisers Pink Bloom Fundraising page before 30 November 2025. Please enter the cash donations individually if a tax receipt is required by entering the donors name and contact details and a tax receipt will be issued automatically.
- If the Fundraiser has conducted a raffle, or collected monies via a donation tin, these must also be banked through the Fundraiser's Pink Bloom Fundraising page.

Please refer to the ATO www.ato.gov.au for further information on tax related matters.

Promoting the Event

- When registered for the Event, the Fundraiser will have access to their Pink Bloom Party fundraising page and Host Party Pack which contains a suite of downloadable assets to help make the Event a success.
- Should the Fundraiser wish to create any other promotional materials for the Event, these must:
 - Clearly identify Breast Cancer Trials as the beneficiary.
 - Be approved by Breast Cancer Trials before being printed or shared.

General

- The Fundraiser must not approach Breast Cancer Trials corporate partners for sponsorship of the Event.
- Additionally, we request that the Fundraiser consult Breast Cancer Trials should they wish to approach any company to support the Event. 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.

WORKING WITH BREAST CANCER TRIALS

When the Event is registered, the Fundraiser will receive support from our Community Fundraising Team in the form of tips and tools via email and SMS. We'll also provide downloadable assets to help make the Event a success.

Please note that Breast Cancer Trials cannot provide support in the following areas:

- Access to Breast Cancer Trials' database for promotional or marketing purposes.
- Promotion of the Event through Breast Cancer Trials' social media channels.
- Supplying prizes for the Event.
- Assisting with applications for permits, licenses, or insurance for Events.
- Providing staff to speak at, manage or run the Event.
- Selling tickets, products, or services related to the Event.

- Reimbursing expenses associated with the Event planning or execution.
- Contributing financially to promotional materials or equipment for the Event.

POST EVENT

- Once the Event is finished, if the Fundraiser has collected any cash donations in person, including via a raffle or donation tin, funds must be banked through the Fundraiser's Pink Bloom Fundraising page before 30 November 2025. Please see Tax Deductibility above.
- We'd love to know how the Event went! Please send photos to pinkbloomparty@bctrials.org.au or tag us on social media @BreastCancerTrials

QUESTIONS?

If you have any questions we are happy to assist you. Please visit our [FAQs](#), contact us on Ph: 1800 423 444 or email pinkbloomparty@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 a future where NO MORE lives are cut short by breast cancer.