

Fundraising guidelines

THESE GUIDELINES HAVE BEEN DEVELOPED TO **ASSIST GROUPS AND INDIVIDUALS** WHO ARE UNDERTAKING FUNDRAISING ACTIVITIES THAT BENEFIT CURE BRAIN CANCER FOUNDATION

Please read these when planning and before undertaking your fundraiser.

If accepted, these terms and conditions (guidelines) will form the basis of any dealings between Cure Brain Cancer Foundation and the Fundraiser in relation to the fundraiser/event

1. Please remember that the activity/event will not be a fundraising event for which Cure Brain Cancer Foundation (CBCF) is responsible, but your own fundraising activity to raise funds for donation to CBCF.
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2. The activity/event shall be conducted in the Fundraisers' name and is the sole responsibility of the Fundraiser.
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3. CBCF is unable to take a coordination role in all these activities and does not become involved in soliciting prizes, organising publicity or media, providing goods or services to assist the Fundraiser in the running of the activity/event. The Fundraiser must also meet the requirements of all relevant laws and regulations of your state or territory.
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4. Any person or organisation fundraising in Australia must, by law, have an 'authority to fundraise', unless they are exempted. When we have received a signed form, and approval has been given to you by management, CBCF will provide a letter of authority. The Fundraiser is not authorised to use CBCF as its beneficiary charity until they have received written approval.
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5. The activity/event must meet requirements of relevant laws and regulations of their state or territory.



6. CBCF may give you permission to use its 'In Support Of' logo on promotional material, once that material has been approved by CBCF. Any printed material produced by the Fundraiser which carries the 'In Support Of' CBCF logo must have prior approval from the CBCF office.
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7. Each state and territory has different fundraising regulations and it is your responsibility to ensure you meet any obligations outlined in these regulations, including organisational permits, licences, insurance or authorities to fundraise where necessary, particularly for raffles and competitions. For more information please visit: acnc.gov.au
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8. You must send us any offline funds raised, along with a complete record of income and expenditure, supporting receipts and invoices within 28 days of the activity/event being completed.
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9. CBCF does not pay expenses incurred by you, but you are permitted to deduct your necessary expenses from the proceeds of your event, provided they are properly documented using the summary form on page 20.
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10. CBCF is unable to reimburse event expenses from funds deposited via online fundraising platforms. All expenses incurred must therefore be managed by you and **total expenses should be less than 20 per cent** of total proceeds.
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11. CBCF can provide official receipts for all donations. Tax-deductible receipts can only be issued to people donating **\$2 or more**. For a gift to be tax deductible donors must not receive anything in return. Gifts that are not tax deductible include raffle tickets, entry to events, auctions, and the purchase of goods.
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12. The CBCF mission, brand and values are central to the organisational operations. Therefore, if funds are being raised for more than one organisation, CBCF reserves the right to withdraw support and/or authority to fundraise if it is deemed that the other organisation/s does not align with CBCFs mission, brand and values.