



Fundraising Guidelines

These guidelines have been developed to assist groups and individuals who are developing fundraising projects to benefit the Australian Cancer Research Foundation (ACRF).

Please read these when planning and before undertaking your event.

1. These guidelines provide the basis for a fundraiser/event to be organised by the Fundraiser on behalf of ACRF. If accepted, these terms and conditions (guidelines) will form the basis of any dealings between ACRF and the Fundraiser in relation to the fundraiser/event.
2. Please remember that the fundraiser/event will not be a fundraising event for which ACRF is responsible, but a fundraising event to raise funds for donation to ACRF.
3. The activity/event shall be conducted in the Fundraiser's name and is the sole responsibility of the Fundraiser. The ACRF is not able 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 fundraiser/event. ACRF is available for advice and guidance, however, and if appropriate may provide a representative to speak at your event on application.
4. Any person or organisation fundraising in Australia must, by law, have an 'authority to fundraise'. When we have received a signed proposal form and approval has been given by management, ACRF will provide either a formal sanction or a letter of acknowledgement. The Fundraiser is not authorised to use the ACRF as its beneficiary charity until it has received written approval.
5. The event/fundraiser must meet requirements of relevant laws and regulations of their state.
6. The ACRF may give you permission to use its logo on promotional material, once that material has been approved (by ACRF). The ACRF logo is a registered Trade Mark of ACRF. When using this logo in any form, please accompany it with words to the effect that "..... supports the Australian Cancer Research Foundation". Any printed material sent out by the Fundraiser which carries the ACRF logo should have prior approval from the ACRF office.
7. If the Fundraiser wishes to refer to or promote the ACRF, it must refer to the ACRF as "Australian Cancer Research Foundation". Suggested wording would be "proudly supporting the Australian Cancer Research Foundation".
8. The financial aspects, fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Fundraiser and the Fundraiser must comply with the Charitable Fundraising Act and Regulations. Forms are provided with your sanction as a guideline.
9. The basic obligations of the Charitable Fundraising Act and Regulations are to:

- a) Provide the ACRF with a fairly accurate estimate of the income and expenses associated with your fundraiser
- b) Keep accurate financial records
- c) Money raised and details of your actual income and expenditure must be returned to the ACRF within 4 weeks of the fundraising activity.

10. The ACRF 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. (Total expenses should be less than 20% of total proceeds).

11. The Australian Cancer Research Foundation does not provide insurance cover for any Fundraiser. The fundraising event will only be authorised when confirmation of insurance cover is provided, if relevant to the event or function.

12. The ACRF can provide official receipts for approved events. Tax-deductible receipts can only be issued to people donating money of \$2 or more. Please refer to www.acrf.com.au for information on tax-deductibility or see below for extract.

If you have any queries about the above guidelines, please feel free to contact the ACRF.

Notes from the Australian Tax Office Website on tax deductibility.

Contributions:

Certain fundraising events encourage contributions which may at the same time extend minor benefits to the contributor. As benefits are received in return, contributors would not be entitled to claim the contribution as a tax deductible gift.

Recent changes to the law now allow a portion of such transfers to be claimed as a tax deductible contribution where:

- The value of the contribution is more than \$250, and
- The minor benefit received in return is no more than \$100 or 10% of the value of the contribution, whichever is less.

Tax deductions for contributions are limited to individuals and cannot be claimed by companies. Deductions are available only where the contribution is made to a DGR. Political parties are not eligible for this concession.

Example:

Maria pays \$260 to attend a charity golf game, hosted by a DGR. The market value of an 18-hole golf game is \$20. Maria can claim a tax deductible contribution of \$240 (\$260 – 20) as the market value of the golf game (the minor benefit received) is less than \$100 and 10% of the value of her contribution.