

Fundraising Guidelines.

Thank you for registering to fundraise for Cancer Council Western Australia. Without the support of amazing people like you, we wouldn't be able to do what we do!

All funds you raise will go directly to funding vital cancer research, education programs, and support services for the thousands of WA families affected by cancer each year who need our help.

We are here to help you make your fundraising event fun and successful. These guidelines will assist you in the requirements around community fundraising, in particular handling donations and planning an event.

Planning your fundraiser

As a fundraiser for Cancer Council WA it will be your responsibility to make sure your activity complies with the fundraising legislation in WA.

Some good sources of information are:

- Fundraising Legislation
- Department of Racing, Gaming and Liquor

Fundraising and issuing receipts

As a valued fundraiser you will be provided with an 'Authority to Fundraise' letter, which tells others you are fundraising for Cancer Council WA. This is valid for the period specified in the letter.

If you have requested a single-use collection box, please ensure that the collection box is not left unattended and that it is disposed of correctly after your fundraising activity.

If you receive cash from a donor and they require a receipt, record their name and contact details on the donation sheet provided to you. Following your event, please send this sheet back to us and we'll issue a tax receipt directly to the donor.

All donations over \$2 are tax deductible and a tax receipt will be issued on request.

A tax receipt for donations is only issued when the person does not receive goods or services in return.

Promoting your fundraiser

To help promote your activity you may like to use our 'Proudly Supporting' logo. To request this logo please contact events@cancerwa.asn.au.

Please consider the use of our logo. We ask that any advertising material related to fundraising activities must:

- state your name clearly and prominently
- not be likely to cause offence to any person
- not be misleading

Banking

The best way to deposit any cash donations collected at your event is to pay them to your own fundraising page, immediately showing your fundraising total.

You will also be issued with a remittance form should you not be able to bank funds online. This will allow you to deposit money you collect into our account at any Westpac branch.

When banking your money or communicating with us, please use your supporter ID.

Expenses and record keeping

It is suggested that you keep a record of your income and expenditure for your event. You can deduct necessary expenses from the proceeds of your activity, provided they are properly documented. We encourage you to keep your expenses to no more than 30% of funds raised.

Upholding Cancer Council WA's standards

Given the nature of our organisation and work, there are some activities which we cannot be associated with. We ask that you carefully consider our health messages listed below before holding your event.

- Tobacco
- Sun exposure
- Obesity and healthy eating
- Alcohol

If you have any queries about your fundraising activity please contact our team on **1300 65 65 85**.

Thank you for supporting Cancer Council WA - your important contribution will go a long way in helping us achieve a cancer free future.

