

*These Fundraising Guidelines have been developed to assist groups and individuals who are planning fundraising events and appeals to benefit 'Cancer Council Queensland', 'Cancer Council' or 'CCQ'. They outline the requirements of a 'fundraising supporter' connected with Cancer Council Queensland, and reference requirements in line with federal and state fundraising legislation and regulations, as well as good practice for ethical fundraising. They are not a substitute for your own legal advice, nor do they provide any legal cover to your event. Please note Cancer Council Queensland is working toward creating a larger impact by moving towards cashless fundraising. Please help your dollar go further by utilising your fundraising dashboard and digital payment options.*

*By registering for a Cancer Council Queensland campaign, you agree to the 'Terms and conditions' as set out on our website when you register, and these Fundraising Guidelines.*

## What we do

We are Queensland's leading cancer charity, helping Queenslanders to navigate the cancer experience with mission at the core of everything we do.

Cancer Council Queensland is here when you need it most. We fund research into new and better detection and treatment options, we advocate for you, and we empower people to reduce their cancer risk.

## How you are helping

Donations to Cancer Council help:

- **Research** to improve cancer prevention, early detection, management, support, and equity in cancer outcomes across the population.
- **Prevention and early detection programs** play a significant role in reducing the impact of cancer.
- **Quality supports and services** that are evidence based to support Queenslanders impacted by cancer.
- **Advocacy** for improved cancer control on behalf of all Queenslanders affected by cancer.

## Your Responsibilities

As a fundraising supporter of Cancer Council Queensland, you are required to:

- Ensure that the financial aspects, record keeping, and management of the Fundraising Activity are entirely the responsibility of the Fundraiser and the Fundraiser comply with the Charitable Fundraising Act and Regulations.
- Adhere to this fundraising guideline.
- Record income and expenses budget prior to commencement.
- Record income and expenses report at the completion of the fundraising campaign with explanation of material variances with budget.
- Comply with requests for routine spot checks.
- Comply with all applicable laws and requirements from government authorities in relation to your event.
- Determine adequate safety requirements for public liability insurance, work health and safety (including in relation to COVID-19 (if applicable), first aid, and security).
- Notify Cancer Council Queensland of any changes to your event date.

## Effective date

Your campaign registration is effective from the date you registered online via the campaign website. Cancer Council Queensland has the right to seek information regarding your campaign registration, fundraising proceeds or records, for 6 years from the date of your event or appeal.

## Project timeline and key due dates

We understand that you are likely to be busy outside of your fundraising activities, so you will receive scheduled communications from us to assist you with planning your event including:

- A welcome call post registration from the Cancer Council Queensland fundraising team.
- A progress call 2-4 weeks before your event to assist with your planning.
- Helpful emails to support your event planning.
- A follow up call and email after your event date to support any banking or receipting requirements.

## Fundraising events with a target over \$5,000

All events that have a fundraising target over \$5,000, or which have a lower target but raise over \$5,000, will be required to:

- Complete and submit an event budget within 4 weeks of registering with Cancer Council Queensland, or 8 weeks prior to the event date, whichever is the later.
- Cancer Council Queensland conducts routine spot checks for auditing purposes. You are required to keep all receipts for income, associated expenses, and in-kind support.

You may be asked to provide further information regarding the event or appeal relating to safety, insurance, and other risks.

## Fundraising Events with a target over \$10,000

All events that have a fundraising target over \$10,000, or which have a lower target but raise over \$10,000, will be required to:

- Complete an event budget within 4 weeks of registering with Cancer Council Queensland, or 8 weeks prior to the event date, whichever is the later.
- Complete and submit budget acquittal within 14 days after your event date.
- Cancer Council Queensland conducts routine spot checks for auditing purposes. You are required to keep all receipts for income, associated expenses, and in-kind support.

You may be asked to provide further information regarding the event or appeal relating to safety, insurance, and other risks.

## Financial Obligations

Protection of public's best interest is at the heart of the Charitable Fundraising Act and Regulations. All fundraisers registered with Cancer Council Queensland with a target over \$5,000 or above, including those events with a lower target but raised over \$5,000, are required to:

- Set-up and maintain proper financial records and accounts which can be audited if necessary.
- Provide Cancer Council Queensland with Estimated Income and Expenditures of the Fundraising Activity within 4 weeks of registering with Cancer Council Queensland, or 8 weeks prior to the event date, whichever is the later.

- Set up a separate bank account (where considered necessary) where all funds are to be deposited into this separate bank account. The account must be closed after the Fundraising Activity.
- Provide a Statement of Income and Expenditure, with copies of receipts and all expenditures, to Cancer Council Queensland within 14 days of the conclusion of the event. The fundraiser must provide a calculation showing the net proceeds of the fundraiser and Cancer Council Queensland. Share of fundraising net proceeds must be deposited to Cancer Council Queensland's nominated bank account within the next 7 days. If required, an invoice will be provided to the fundraiser for the amount remitted to Cancer Council Queensland.
- Submit an acquittal statement must be submitted within 21 days of the conclusion of the event where the Fundraising Activity involved a grant.

All Fundraising events with a target over \$5,000 will be provided:

- A Cancer Council Queensland Partner to coach and provide support for your fundraising event or appeal.
- Issued with a 'Letter of Authority' (upon approval).
- Issued with a 'Proudly Supporting' Cancer Council Queensland Logo (upon approval).

### Authority to Conduct Event

The registration of your event does not provide you with authority to promote your initiative as an event of Cancer Council Queensland'. You must first receive a 'Letter of Authority'. To request a 'Letter of Authority', please contact [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au)

### Limitations/ Inappropriate roles or tasks

As a Cancer Council Queensland fundraising supporter, you are not permitted to:

- Solicit support from organisations that have a direct conflict of interest with Cancer Council Queensland's core business, mission, or values.
- Procure or use any other Cancer Council Queensland logos other than those that are provided for your use.
- Collect fundraising proceeds via a personal bank account
- Make representation on behalf of Cancer Council Queensland in the media.
- Sign or authorise any contract on behalf of Cancer Council Queensland.
- Solicit financial support from 'vulnerable persons' as referred by <https://www.acnc.gov.au/tools/topic-guides/vulnerable-persons-or-people>.
- Distribute funds outside of Cancer Council Queensland without prior approval.

### Upholding Cancer Council Queensland's standards

Because of the nature of our organisation and its work, there are some events with which we, or our brand, cannot be associated.

It is important to decide whether your fundraising event or appeal aligns with Cancer Council Queensland's health messages and values. Cancer Council Queensland does not align to the following:

- Tobacco
- Sun exposure
- Obesity and unhealthy eating
- Alcohol.

Cancer Council Queensland expects all fundraising events and appeals to be held in a safe and responsible manner with consideration given to the nature and risk of the appeal or event. If you have any concerns about managing risk for your event or appeal, please contact Cancer Council Queensland.

Cancer Council Queensland reserves the right to withdraw your 'Letter of Authority' at any time including where it deems necessary in order to protect the safety of individuals and/or the reputation of Cancer Council Queensland.

### Planning the event

Management of your fundraising event or appeal is your sole responsibility.

Cancer Council Queensland can provide relevant fundraising resources as well as offering support and guidance regarding your fundraising.

What we can do to help you be successful:

- Offer advice and expertise on event planning and budgeting.
- Provide templates and other resources.
- Provide key campaign messages and social media handles and hashtags.
- Supporter training and education materials.
- Provide receipts and Certificates of Appreciation.

What we cannot do to help you:

- Provide onsite staff or volunteer support at your event.
- Extend our tax exemption to you.
- Provide funding or reimbursement of supporter expenses, except under reasonable circumstances which is pre-approved.
- Solicit sponsorship revenue or goods for your fundraising activities.
- Provide celebrities / ambassadors for your event.
- Provide mailing lists of donors, medical staff, employees, volunteers or vendors.
- Approach corporate partners for event sponsorship.

### How we can help you be successful

Cancer Council Queensland offers various training and education resources to support the success of your fundraising event or appeal. These include, but are not limited to posters, fundraising tips, social media tiles as well as instructions on banking via your dashboard and writing a receipt.

Training and educational resources can be located:

- On the website under 'Tips and Tools'
- Your welcome email
- Your campaign 'Host Kit'
- Sharable resources from your fundraising dashboard.

Keep an eye out for these helpful videos in your emails:

- How to complete a budget and acquittal
- Ethical fundraising
- Tips to making a safe event
- How to promote an event and use Cancer Council Queensland's brand
- Banking and receipting.

## Public Liability Insurance

All financial aspects, public liability and public safety are the responsibility of the event organiser. Please ensure that any space or venue used for your fundraising activities and any third-party suppliers at the event have the required public liability insurance. Cancer Council Queensland will provide Public Liability cover by application and assessment only. Please email [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au)

## Complying with the law

It is your responsibility to make sure your appeal or event complies with the law. We may be required to provide copies of information or documents that you give to us to one or more government departments.

You must advise Cancer Council Queensland if you receive a notice or verbal request under section 25(2) of the Collections Act requesting answers to any questions, the production of records or the lodgement of returns which relate to Cancer Council Queensland or the event or appeal.

## Fraudulent behaviour

You declare that you will not engage in any fraudulent nor dishonest behaviour.

Serious fundraising misconduct or breaches of law, policy, guidelines, or procedures or dishonest or unethical behaviour (for example theft, fraud or misappropriation of funds) must be reported promptly via our online form at <https://cancerqld.org.au/about-us/whistleblowers>

All other complaints should be directed to [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au).

## Promoting the event

You have been provided a range of 'campaign resources' to support the promotion of your fundraising appeal or event. These are accessible from your fundraising dashboard.

If you would like to use the Cancer Council Queensland logo on any of your promotional materials (including social media), please complete the 'Proudly Supporting' Logo Request Form and email to [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au). You will be required to comply with the terms and conditions set out on that form.

Advertising material related to fundraising appeals and events must:

- *Disclose that you are raising funds for Cancer Council Queensland, which is a registered charity under the Collections Act 1966 (Qld).*
- *Not be likely to cause offence to any person, and*
- *Not be misleading*
- *Not be conducive to a 'conflict of interest'*
- *Not use any other Cancer Council Queensland logos other than those approved.*

All materials and collateral printed with our logo and/or name must also be approved by Cancer Council Queensland prior to printing and distribution.

Your fundraising event or appeal cannot be advertised as a Cancer Council Queensland event.

Please use the following on all promotional materials:

- *'this event is proudly supporting Cancer Council Queensland' or*
- *'funds raised will be donated to Cancer Council Queensland.'*

Any Cancer Council Queensland key messages or logos sent to you from your Cancer Council Queensland representative for use for your event or appeal cannot be altered in any way.

Any Cancer Council Queensland branded promotional materials or resources must be returned or destroyed within 21 days of your event.

## Media and Public Relations

To ensure the success of your fundraising event, it is important to let as many people know about it as you can. Contacting your local media is one way to do this or tagging [@cancerCouncilqld](https://twitter.com/cancerCouncilqld) on social media.

To ensure we can support any media or public relations activity, please send your draft copy of promotional materials to Cancer Council Queensland for approval before printing.

If you have any queries regarding publicity, please contact our Cancer Council Queensland on 1300 65 65 85 or email [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au)

Please do not contact any major media outlet before checking with us.

## Donations and issuing receipts

Donations made through any Cancer Council Queensland website will automatically provide official DGR tax-deductible receipts for donations \$2 or more.

Cancer Council Queensland is unable to issue receipts for any in-kind donations made, except under reasonable circumstances, to your fundraising event or appeal. Please refer to ATO regarding what in-kind contributions can be accepted.

Please help your dollar go further by utilising your fundraising dashboard and digital payment options. Cancer Council Queensland does not provide cash collection tins.

## Partnerships and Contracts

Cancer Council Queensland welcomes community partnerships that align with its core business, mission, and values. All partnership enquiries should be directed to [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au)

If you engage any partnerships within your fundraising activity, please ensure obligations are strictly extended only to your event.

Any contract or agreement that imposes obligations on Cancer Council Queensland is required to be authorised by Cancer Council Queensland personnel.

## Fundraising or Event Grants

Community grants are a fantastic way to reduce expenditure and increase local support. Local grants or in-kind support are often available through community groups and organisations such as local council, service groups such as Rotary, and banks.

You are permitted to apply for local grants whenever your event or appeal can fulfill the funding requirements without imposing obligations on Cancer Council Queensland. Please notify [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au) of your intent.

All grant opportunities that impose obligations on Cancer Council Queensland require approval from Cancer Council Queensland prior to submission.

## Privacy of information from supporters collected through fundraising activities

You may collect personal information from supporters through your fundraising activities.

It is important that the personal information you collect remains confidential, protected, and used only for its intended purpose. It is a requirement that you be clear on the intent and use of the collected information, and this must be made evident at the time of obtaining the information.

### Raffles

Specific laws apply to fundraising by way of raffles.

For guidelines about raffles conducted in Queensland see <https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/gaming/not-profit-charitable/competitions-raffles-bingo>.

### Permits

Permits may be required by your local council for outdoor events. Please contact your local council representative if you wish to hold an outdoor event.

If your event includes main roads, please contact Department of Transport and Main Roads

If your event or appeal involves the sale of alcohol, please be aware of government regulations. Advice should be sought from the Department of Tourism and Racing Liquor Licensing Division. Information on the regulations can be found at <https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming>.

### Banking

*You are required to bank any outstanding funds as soon as possible, and not more than 5 business days after your event or appeal date without our prior consent.*

Cancer Council Queensland is a 'cashless preferred' organisation. As a registered fundraising event, you have been provided an online interactive dashboard designed specifically to receive funds for your event or appeal. All donations over \$2 made via your dashboard will receive an automatic tax-deductible DGR receipt.

You will be issued with a NAB Bank deposit slip should you receive any cash funds, which can be banked directly at any branch. You are not permitted to bank funds into a personal or a third-party bank account. To request another deposit slip please email [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au).

Cancer Council Queensland offices do not accept cash and are unable to complete your banking on your behalf.

### Expenses and record keeping

The law requires you to keep copies of the following records in relation to the fundraising activities for 6 years from the date of your event or appeal:

- purpose of the fundraising activities;
- authority to act as a promoter of Cancer Council Queensland (e.g. a copy of your 'Letter of Authority'); and
- accurate records showing full details of the fundraising income and expenditure (if any), receipt books, receipts and correspondence about accounts.

All other correspondence relating to the event (but not relating to accounts) must be kept for one year.

Cancer Council Queensland may request copies of these records from you at any time during that period.

To make this easier, we suggest that you:

- utilise your fundraising dashboard whenever possible for donations.

- keep a folder with a number of plastic sleeves to store documents.
- make a note on the back of the receipts if it is unclear what the expense was.
- Complete your event budget.

To ensure your fundraising event or appeal is as successful as possible, Cancer Council Queensland requires you keep expenses as low as possible. Reasonable and/or essential expenses deducted, if any, must be appropriately documented and receipts must be provided for each expense.

Cancer Council Queensland will request copies of receipts for expenses you have incurred and deducted from your fundraising proceeds for all events that raise over \$5,000. Unfortunately, Cancer Council Queensland cannot provide seed funding or pay your expenses.

### Cancellation of your event

If you need to cancel your event or appeal for any reason you are required to advise Cancer Council Queensland as soon as possible and prior to your event date.

Please email [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au)

All record keeping and reporting of fundraising, expenses, and refunds will still apply to the extent that you commenced fundraising prior to the cancellation.

### Refunds

Cancer Council Queensland does not provide refunds to donations and or fundraising proceed income. It must be made evident at the time of taking a donation towards your fundraising activity, that refunds are not available should the event change or be cancelled.

### Termination Policy

Cancer Council Queensland may at any time and in its sole and absolute discretion, terminate your registration and/or the 'Letter of Authority' granted to you, effective immediately, on written notice to you.

### Under 18 and Parental consent

Any person under the age of 18 conducting a fundraising event or appeal must be appropriately supervised by an adult. Where a child is under the age of 12, they must only carry out fundraising activities under the direct supervision of a parent or carer. We may refuse authority to fundraise to any child under the age of 16 until we receive permission from their parent or guardian.

### Incident reporting

To report an incident at your event, please email [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au)

### Contacts

If you have any queries about your fundraising appeal or event, please contact your local Cancer Council Queensland Office or phone 1300 65 65 85 or email [fundraising@cancerqld.org.au](mailto:fundraising@cancerqld.org.au).

Thank you for supporting Cancer Council Queensland – your important contribution will help us in our vision of a cancer free future.

ABN 48 321 126 727

## BUDGET AND INCOME EXPENDITURE

The budget has been provided as a requirement for managing and keeping a record of all the event income and expenses. This form is mandatory for all events with proposed fundraising income over \$5000.

Name:

Fundraising Activity:

Date:

Venue:

### Income Budget

(please list details below – examples shown)

Income	QTY	Unit Price	Total
<i>Eg. Sales</i>	<i>100</i>	<i>15.00</i>	<i>\$1500</i>
Donations			
Sales			
Raffles			
Auctions			
Sponsorship			
Tickets			
Free Tickets e.g. for MC			
Other			
Other			
Other			
<b>Total</b>			

### Income Actual

Income	QTY	Unit Price	Total
<i>Eg. Sales</i>	<i>100</i>	<i>15.00</i>	<i>\$1500</i>
Donations			
Sales			
Raffles			
Auctions			
Sponsorship			
Tickets			
Free Tickets e.g. for MC			
Other			
Other			
Other			
<b>Total</b>			

## Expenditure Budget

(please list details below – examples shown)

Income	QTY	Unit Price	Total	Notes
<b><i>Eg. Catering</i></b>	<b>50</b>	<b>6.00</b>	<b>\$300</b>	
Catering				
Event decorations				
Raffles				
Auctions				
Contractor Fees				
Venue Fees				
Other				
Other				
Other				
<b>Total</b>				

## Expenditure Actual

Income	QTY	Unit Price	Total	Notes
<b><i>Eg. Catering</i></b>	<b>50</b>	<b>6.00</b>	<b>\$300</b>	
Catering				
Event decorations				
Raffles				
Auctions				
Contractor Fees				
Venue Fees				
Other				
Other				
Other				
<b>Total</b>				

## Total Event Income and Expenditure Budget

<b>Total Income</b>	
<b>Less Total Expenditure</b>	
<b>Net Income</b>	
<b>Expense % of Income</b> (equal to or less than 30% of income)	

\*\* It is requirement of **CCQ Fundraising Guidelines** and **Terms and Conditions** that expenses equal to or are less than 30% of total income.

*Please provide copies of all expenditure receipts and in-kind support as indicated above*

## Expenditure Budget

Please ensure all in-kind support is documented below

Item	Supplier	QTY	Unit Price	Total

## Supporter declaration - no expenses incurred

Please ensure this section is filled out & returned to Cancer Council Queensland, if no expenses were incurred for your event

*I declare that no expenses were incurred in the execution of this event and all funds raised have been banked to Cancer Council Queensland.*

Supporter Name:

Signature:

Date:

For any fundraising queries, please contact CCQ Fundraising Support Team **1300 65 65 85**