



Community Fundraisers Proposal/Agreement Form and Fundraising Guidelines

Organiser/Event Coordinator

Name: _____

Name of organisation (if applicable): _____

Address: _____

State: _____ Postcode: _____

Phone: (BH) _____

_____ (Mob) _____

Fax: _____

Email: _____

Website (if applicable) _____

Name of a personal referee: _____

Relationship: _____

Address: _____

Postcode: _____

Phone: (BH) _____ (Mob) _____

E-mail: _____

- Have you ever raised funds for The Cancer Council Tasmania before?

▪ Yes No

- What is your motivation to raise funds for cancer? _____

Fundraiser/Event Details

Name of fundraiser/event: _____

Proposed date/timeframe of your fundraiser: _____

Address (venue) of fundraiser: _____

Please tick what area your fundraiser will cover/be located in:

SOUTH

NORTH

NORTH WEST

STATEWIDE

Please give a brief description of your fundraising concept:

What is the fundraiser? _____

Who will support/attend your fundraiser? _____

Why have you chosen this idea (for example you might have good contacts or experience in this area)?

What method will you be using to raise money (i.e. sponsorship, raffle, auction, percentage of admission price, straight donations, etc)? _____

- Members of your organising committee (if applicable):

Name:

Contact phone:

- The Cancer Council cannot provide you with public liability insurance.

Do you have or intend to seek public liability insurance for your fundraiser?

No Yes *(please give details or provide a letter from your insurer detailing your cover)*

Fundraiser/Event Budget

How much money do you aim to raise for The Cancer Council? \$ _____

Proposed Expenditure	\$	Anticipated Income	\$
Total		Total	

The Cancer Council terms require that all funds raised through your fundraiser/event are donated to the Cancer Council. Do you agree to these terms? **Yes/No**

Representing the Cancer Council

How do you plan to promote your event? _____

- Name of companies you intend to approach for sponsorship *(please see Guidelines for more details)* _____

• I would like to request the following support/assistance from the Cancer Council: *(please note these resources are subject to availability and you will be advised)*.

- Borrow Signage (banner) Receipt Request form
- Cancer Council logo *(guidelines apply)* Cancer Council representative at event
- Cancer Council brochures/literature Cancer Council volunteer support
- Cancer Council donation box/s Other *(please provide details on back of this page)*

Important Notice

*Please note that in order to review your proposal; approval may take up to three weeks.
A Cancer Council staff member may contact you if we have any additional queries.*

Disclaimer

The Cancer Council Tasmania reserves its right to withdraw its approval for the fundraiser/event at any time if it appears that there is a likelihood of the Fundraiser failing to adhere to any of the above terms and conditions. In consideration of my application being accepted, I understand, intending to be legally bound for myself and my heirs, executor and administrators, waive and release the organisers and sponsors (individually and collectively), including the directors, officers, staff, volunteers and representatives thereof, and indemnify them against any liability (including liability for negligence) for the death or any physical or mental illness, incapacity of property damage or loss which I may suffer which may directly or indirectly result from my participation in the event/fundraiser. I further verify that I am in proper physical and mental condition to participate in the fundraiser and acknowledge that I am aware of the risks involved and voluntarily agree to assume those risks.

1. I _____ (Organiser's name) accept the terms and conditions of the Fundraising Guidelines.
 2. I agree to conduct my fundraiser/event _____ (name of fundraiser/event) in accordance with those terms and conditions and in a manner, which upholds the integrity, professionalism and ethos of the Cancer Council.
 3. I have read and I agree to abide by the Fundraising Guidelines of The Cancer Council Tasmania and indemnify The Cancer Council Tasmania from and against any claims for injuries or damage arising at or from the event/fundraiser that is the subject of this application.
- Feedback on your experience as a Fundraiser is important to help us continue to improve and develop this program, and we would welcome the opportunity to get your comments after your fundraiser/event. If you would prefer *not* to be contacted for this research, please tick this box.

Signature (or signature of Parent/Guardian if under 18): _____

Name (please print): _____ Date: _____

Please return completed Fundraising Proposal and Agreement to:

Hobart: Community Fundraising Officer
The Cancer Council Tasmania
GPO Box 1624
Hobart Tas 7001

Launceston: The Regional Coordinator
The Cancer Council Tasmania
PO Box 1864
Launceston Tas 7250

Devonport: The Regional Coordinator
The Cancer Council Tasmania
Cnr Kempling and Oldaker Street
Devonport TAS 7310

Burnie: The Regional Coordinator
The Cancer Council Tasmania
54 Cattley Street
Burnie Tas 7320

*If having read this material, you would like further information before proceeding,
please contact one of the above or
Traycee Powell, Fundraising Coordinator, The Cancer Council Tasmania on 6233 2030*

We are always delighted to discuss your ideas with you and assist in whatever way we can.

FUNDRAISING GUIDELINES

The Cancer Council Tasmania is a community organisation concerned with all aspects of cancer control. Our mission is to *minimise the impact of cancer on all Tasmanians*.

The Cancer Council Tasmania has four main program areas:

- **Cancer Research:** Since 1995, the Cancer Council has allocated \$2.5 million to Tasmanian based cancer research projects.
- **Health Promotion:** The Cancer Council runs programs to educate the community about ways to prevent cancer and to inform them about ways to detect cancer early.
- **Support and Information:** The Cancer Council offers a range of support services to Tasmanians diagnosed with cancer, as well as to their carers, friends and families. Services are delivered through four cancer support centres located at Hobart, Launceston, Devonport and Burnie and through the 13 11 20 Cancer Helpline.
- **Advocacy:** The Cancer Council advocates for improved public health policies on behalf of people affected by cancer.

The Cancer Council Tasmania relies on community support to fund their programs and services. This is achieved through:

- ◆ Wills and bequests
- ◆ Donations from the general public
- ◆ Support of special events such as Daffodil Day and Relay For Life
- ◆ Fundraising activities conducted by individuals, community groups and volunteer fundraising groups.

FUNDRAISING GUIDELINES AND CODE OF ETHICS

1. The Cancer Council Tasmania must be advised in writing of all fundraising activities to be conducted on its behalf. Individuals should be absolutely specific when stating methods of fundraising and records must be kept. Individuals should be accountable to the public and be prepared to disclose the expenses of their fundraising activity.
2. **Public Liability Insurance** – Public Liability is for negligence in respect of Third Party Bodily Injury and Property Damage arising out of activities of The Cancer Council Tasmania. Members of the community who wish to conduct a fundraising activity for The Cancer Council are not insured for accident cover and are responsible for their own risks, and obtaining their own insurance as required. If fundraising for The Cancer Council Tasmania you will need to seek public liability insurance for your activity and have your Insurance company issue a Certificate of Currency and forward to us.
3. Individuals should ensure that no pressure tactics are employed either by themselves or their helpers. Respect the public's right to say "no".
4. Individuals should ensure that there is official identification of any authorised collector.
5. All existing Government regulations as they relate to fundraising, selling merchandise or providing public entertainment must be observed. Approval must be obtained from The Cancer Council Tasmania before individuals may:
 - ◆ Solicit donations or sell merchandise door-to-door to people not known to them.

- ◆ Solicit donations from individuals in the street or public buildings.
 - ◆ The Cancer Council does not authorise or approve solicitation by telephone.
5. Any commercial organisation wishing to sell merchandise or conduct a fundraising activity promoting The Cancer Council Tasmania as a beneficiary must be prepared to disclose all costs and profit margin. The promotion of this activity must state either the percentage or the dollar amount that will be donated to the Council.
 6. All funds raised are to be sent directly to The Cancer Council Tasmania and may not be shared with another charity or other organisation without prior agreement. If members of the community donate to a fundraising activity that identifies The Cancer Council Tasmania as the beneficiary it is illegal for the funds to be donated elsewhere. Such donations may be directed to a specific purpose eg: cancer research, support and information services, health promotion or any other activity funded by The Cancer Council Tasmania.
 7. The Cancer Council Tasmania will assist with promoting a fundraising activity in whatever way it can, however the Council cannot accept responsibility for the sale of tickets.
 8. Costs incurred in presenting a fundraising activity are covered either through sponsorship achieved by the individuals involved or deducted from the funds raised. The Cancer Council Tasmania cannot accept responsibility for any costs should a fundraising activity be cancelled or raise insufficient funds to cover expenses.
 9. The Fundraiser is not authorised to use The Cancer Council Tasmania as its beneficiary charity until the Fundraiser has received a letter of authorisation from The Cancer Council Tasmania.
 10. Due to the nature of our organisation and the high ethical standards under which we operate, there are some events that we cannot be associated with – such as any event that promotes smoking or has tobacco company sponsorship.
 11. Unless the Fundraiser can display evidence of public liability insurance that they have purchased to cover their event, The Cancer Council Tasmania cannot endorse activities that involve:
 - Amusement rides
 - Animals or animal rides eg rodeos, camp draft
 - Use of firearms or fireworks
 - Aerial risks eg Parachuting, paragliding, bungee jumping
 - Motor vehicle and motor bike racing, including car rallies
 - Marine risks (any activity on the water including swimming)
 The Cancer Council Tasmania is unable to provide public liability insurance cover to Fundraisers or event participants.
 12. Raffles and other “Lotteries” – The Tasmanian Gaming Commission can provide a Minor Gaming Permit and further information can be obtained by making an enquiry to the Commission by telephone 6233 6119, facsimile 6234 3357 or email gaming@treasury.tas.gov.au or by visiting the Tasmanian Gaming website www.gaming.tas.gov.au/MinorGaming

USE OF THE CANCER COUNCIL TASMANIA NAME AND LOGO

It is essential that The Cancer Council Tasmania be kept fully informed of the use of its name and/or logo in any business or fundraising venture. **A copy of all signage, printed or electronic material in which the Council’s name and/or logo is used, must be approved in advance.**

RECEIPT BOOKS

Receipt books cannot be provided by The Cancer Council Tasmania.* However, fundraisers can request a *Receipt Form* to collect donor details and The Cancer Council Tasmania will provide tax deductible receipts for approved donations. A receipt may be provided for a donation of funds for which the donor receives no benefit. *The purchase of raffle tickets, a ticket to a meal, auction*

prizes etc are not donations as the individual receives a benefit, ie the chance to win a prize, a meal etc.

**As a precautionary measure, The Cancer Council Tasmania does not issue receipt books for community fundraising activities as they could be misused if they were to be mislaid or lost. The Australian Taxation Office Charter requires the Cancer Council, as a charity organisation, to maintain and keep accurate financial records for all transactions for up to a seven-year period.*

SPONSORED EVENTS

When funds are being raised through inviting family and friends to sponsor an individual to conduct an activity such as a bike ride, shaving their head, walking a certain distance etc, The Cancer Council Tasmania will provide limited assistance with the administration of this event.

SPONSORSHIP

Because of the nature of our organisation, and the high ethical standards under which we operate, there are some organisations from which we cannot accept sponsorship.

The names of sponsors and products promoted or used **must be submitted to The Cancer Council Tasmania** to allow us to ensure that there is no conflict with our health policies and current sponsorship arrangements.

THE CANCER COUNCIL TASMANIA CANNOT BE INVOLVED IN ANY EVENT THAT SEEKS SPONSORSHIP FROM COMPANIES RELATED TO THE TOBACCO INDUSTRY

PUBLICITY

The nature of any publicity released for fundraising purposes where The Cancer Council Tasmania is the sole major beneficiary is the responsibility of the individuals involved but must be viewed by The Cancer Council Tasmania before printing and/or distribution.

In order that individuals may avoid wittingly or unwittingly being party to the use of publicity material employing exaggerated, misleading or false claims - spoken or written, implied or expressed - The Cancer Council Tasmania offers the following guidelines for use when conducting fundraising activities.

- a) Under no circumstances exaggerate about cancer as a disease in order to promote fundraising activities. Remember: Cancer is a word, not a sentence.
- b) If individuals intend involving cancer patients and their families in any form of fundraising activity or publicity, please obtain their permission first. Explain to all those concerned exactly what is involved and do not use any pressure tactics to persuade them to participate.

All publicity must clearly state that funds raised will be forwarded to The Cancer Council Tasmania. All publicity material must be approved by The Cancer Council Tasmania prior to it being publicly displayed. Copies of all publicity must be forwarded to the Cancer Council so that the Cancer Council can answer enquiries from the public with confidence about the specific fundraising activities.

Thank you for supporting the Cancer Council.

Your important contribution will make a difference to people living with cancer and their families.

Any queries about the Fundraising Guidelines can be directed to Traycee Powell, Fundraising Coordinator, The Cancer Council Tasmania (03) 6233 2030.

we are always delighted to discuss your ideas with you and assist in whatever way we can.