



Fundraising Guidelines and Registration

The Australian Cervical Cancer Foundation (ACCF) is always grateful for the support and effort of groups, organizations and individuals wishing to raise funds to continue our life saving work in Australia and overseas.

These guidelines have been developed to provide all potential fundraisers with an easy understanding of your responsibilities in organizing a safe and responsible fundraising activity whilst adhering to legal and financial requirements.

WHAT YOU NEED TO KNOW

Authority to Fundraise

It is a legal requirement for ACCF to approve all volunteer fundraising activities. Once your event is approved ACCF will issue you with an “Authority to Fundraise” letter, giving you legal authority to fundraise. Approval of your fundraising event can only be given after the following steps have been met:

1. All fundraisers are required to fully complete and sign the Fundraiser Registration form.
2. Once ACCF has received your Fundraiser Registration form, please allow between 7 - 10 working days for our office to process your request and issue an Authority to Fundraise letter. If you require urgent processing of a fundraising application please contact the Project and Finance Coordinator directly on 1300 727 360.
3. Once you receive your Authority to Fundraise letter, these guidelines will form the basis of the terms and conditions of your activity.
4. If the activity being organized is in support or memory of a particular person, ACCF will require the contact details of any friends or relatives that may have an interest in or objection to the fundraising. Written approval may be required from these interested parties for the application to proceed.
5. You must have received our Authority to Fundraise letter to start promoting your activity as a legitimate fundraiser for ACCF.

There are some fundraising activities that ACCF cannot be associated with, and therefore cannot endorse any activities that may involve:

- Any activity that promotes a high level of personal or public risk;
- Any activity that may be interpreted as offensive or inappropriate.

Fundraiser Responsibilities

As the authorized fundraiser you are responsible for ensuring that your event or activity is safe and legal and appropriate to our organization. To ensure these things are implemented we require you to read the following guidelines.

- As the authorized fundraiser you accept full responsibility for the coordination and management of the activity/event, volunteers and/personnel, associated finances, prizes, publicity and all communications with ACCF and the community.
- Your activity is not an official ACCF activity, but rather it is a personal activity to raise funds for the Australian Cervical Cancer Foundation. As the fundraiser you must make it clear that you are not a member of ACCF or representing ACCF but that you are independently raising funds to support the Australian Cervical Cancer Foundation.

Public Liability Insurance

As the authorized fundraiser you are required to organize public liability insurance, if necessary, and ensure any other safety requirements (i.e. first aid services) are implemented. ACCF cannot cover your event under ACCF's public liability insurance, but you may be able to obtain one-off public liability insurance from your own insurance company or we can give you details of an insurance company through which you may be able to apply for one-off insurance coverage which can be paid from the fundraising proceeds.

Legal Requirements

All fundraising activities must comply with Australian Federal, State and local Council laws and regulations. It is your responsibility to ensure you meet any obligations outlined in legislation and regulations, including permits, licenses or insurances required. To familiarize yourself with the fundraising legislation and regulations relevant to your State or Territory please refer to the details of the relevant government bodies attached. Please contact us directly on 1300 727 360 if you require further assistance in accessing these laws and regulations.

- You are not authorized to undertake door-to-door, street or telephone-based collections, or fundraise in public places such as shopping centres or public transport without first seeking relevant permission from your State or Territory fundraising authority.
- Anyone under the age of 18, collecting donations or money for the activity, must have an adult accompanying them.
- You are required to disclose any prior or current criminal convictions, before ACCF can approve your Authority to Fundraise.

Media Communications

As the authorized fundraiser you are responsible for generating your own publicity for your activity, but we can assist in spreading the word about your event through our social media networks and the ACCF website.

If you are approached or are organizing media coverage of your activity, please remember as the fundraiser you are not authorized to speak on behalf of ACCF, but only about your fundraising activity. If you receive any media enquiries about ACCF please contact our Marketing and Communications Manager on 1300 727 360.

Logo Usage and Approval

ACCF are happy to provide fundraisers with the use of the ACCF logo, upon request, and in accordance with our guidelines for use. The ACCF logo may only be used to promote the activity for the dates stipulated in the Authority to Fundraise letter.

The ACCF Logo must only be used to enhance the reputation and mission of ACCF.

ACCF **must approve** any reference to the Australian Cervical Cancer Foundation's name and or logo **before** going to print or publication.

Further guidelines on how to use the logo will be supplied after written approval has been provided to the fundraiser.

Financials and Administration

As the authorized fundraiser it is your responsibility to ensure all paperwork supplied by ACCF to manage the finances of your activity, including record keeping, management of funds, requests for tax-deductible receipts, is returned within 14 days of the conclusion of the fundraising activity.

It is important that you comply with the Charitable Fundraising Act and regulations for your state, the basic obligations of which include:

- The provision of accurate financial records including a budget to the Australian Cervical Cancer Foundation. A simple budget template has been provided for your use.
- All funds raised through your activity must be sent (by cheque or money order) or deposited into the nominated ACCF bank account within 3 weeks of the conclusion of the fundraising activity.
- ACCF is not responsible for any expenses incurred or losses that may occur from a fundraising activity. Any reasonable expenses may be deducted from the proceeds of your event provided they are properly documented. Please call ACCF on 1300 727 360 if you require any further clarification.
- Any requests by donors for tax-deductible receipts must be forwarded to ACCF as soon as possible for issue. To assist with recording details of individuals that require a tax-deductible receipt please use the Donor Request form attached. Tax-deductible receipts can only be issued to people donating more \$2 or more.

Please note: You cannot claim tax-deduction for monies received on behalf of others.

Withdrawal of Authority to Fundraise

If ACCF is concerned that any fundraiser's actions may bring the organisation into disrepute, ACCF reserves the right unilaterally, either verbally, electronically or in writing, to withdraw authority to fundraise for ACCF or use ACCF's logo. The fundraising activity must cease immediately upon the fundraisers receipt of this notice.

Fundraiser Registration Form

Application Date:/...../.....

Name of individual/company/group responsible for planning the event ("the fundraiser")

Street Address: _____

Suburb: _____

State: _____

Postcode: _____

Daytime Phone: _____

Mobile: _____

Email Address: _____

Please tell us why you are raising funds for the Australian Cervical Cancer Foundation?

Would you like all funds raised to go to ACCF's Overseas Programs or ACCF's Australian Programs?

Overseas Programs OR **Australian Programs**

What type of fundraising activity(s)/event(s) are you considering organising to raise funds for ACCF?

- | | |
|---|---|
| <input type="checkbox"/> Small Raffle | <input type="checkbox"/> Free Dress Day |
| <input type="checkbox"/> Sporting Activity (i.e. Golf Day, Netball) | <input type="checkbox"/> Morning Tea |
| <input type="checkbox"/> Trivia Night | <input type="checkbox"/> Gala / Formal Dinner |
| <input type="checkbox"/> Concert / Music Event | <input type="checkbox"/> Sausage Sizzle / Bake Sale |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Sponsored Fun Run / Marathon |

Please give an overview of your event or activities (please read ACCF's guidelines)?

Name of fundraising activity/event? _____

Date the event / activities will commence: _____

Time: _____

Date the event / activities will finish: _____

Activity/Event Location(s) (please include address):

How will funds be raised (e.g. individual donations, ticket sales, etc):

Will all proceeds be donated to ACCF? Yes No

If no, please list other organisation/s (and percentage split):

Does the event require council/government permits? Yes No

Will you be seeking sponsorship for the event? Yes No

Please list the sponsors involved: _____

Will the event cross into other states/territories? Yes No

If yes, which ones? _____

Is the event being held in support/memory of a particular person? Yes No

If yes, is there anyone closely connected to that person who may have any interest in, or objection to the fundraising and who should be consulted? Please provide their name and contact details:

Insurance

Disclaimer: ACCF is unable to provide public liability insurance cover to fundraising events and/or coordinators. Responsibility for the safety of the activity lies with the authorised fundraiser to arrange this. Some venues may provide liability cover whilst some venues may require that you obtain your own insurance.

Does the event require public liability insurance? Yes No

Do you have public liability insurance? Yes No

Would you like us to send you information to apply through our insurance provider? Yes No

Declaration and Agreement

I have read, understood and agree to comply with the Australian Cervical Cancer Foundation's terms and guidelines and confirm that my activity/event will be held in accordance with these requirements.

Signature: _____

Date: _____

OFFICE USE ONLY:			
Approved by:		DATE:	
Letter of Authority sent on (DATE):			
Funds received <input type="checkbox"/>	Amount: \$	Banked <input type="checkbox"/>	DATE:

BUDGET FOR _____

	Estimated	Actual
Total income	\$	\$
Total expenses	\$	\$
TOTAL AMOUNT RAISED	\$	\$

INCOME

Event Proceeds		
Admission Sales		
Donations		
Sponsorship		
Totals	\$	\$

Extra Sales		
Auctions		
Raffles		
Sales of Merchandise		
Proceeds of Services		
Totals	\$	\$

EXPENSES

Venue		
Venue Hire		
Equipment Hire		
Insurances, Permits		
Security		
Staff Costs		
Food and Beverage		
Linens, Plates, Glasses		
Volunteer Expenses		
Other		
Totals	\$	\$

Publicity & Marketing		
Advertising		
Graphic Design		
Website costs		
Photography/video		
Social Media costs		
Printing/Photocopying		
Paper / stationery		
Other		
Totals	\$	\$

	Estimated	Actual
Prizes & Auction Items		
Ribbons/Trophies		
Goody bags		
Volunteer gifts		
Gift certificates		
Auction/Raffle items (not donated)		
Other		
Totals	\$	\$

	Estimated	Actual
Decorations		
Lighting, candles, balloons		
Signs (instructional)		
Flowers		
Other		
Totals	\$	\$

	Estimated	Actual
Program Details		
Performers/celebrities		
Parking		
Accommodation		
Travel/Transport		
First Aid		
Totals	\$	\$

	Estimated	Actual
Program Details		
Performers/celebrities		
Parking		
Accommodation		
Travel/Transport		
First Aid		
Totals	\$	\$



ACCF Donor Receipt Request Log

DONOR NAME	POSTAL ADDRESS	CONTACT PHONE NO.	EMAIL ADDRESS	AMOUNT DONATED	DATE DONATION RECEIVED	RECEIPT REQUIRED? YES/NO



Government Bodies in your State or Territory

Australian Capital Territory (ACT)

Office of Regulatory Services - www.ors.act.gov.au

New South Wales (NSW)

Office of Liquor, Gaming and Racing - www.olgr.nsw.gov.au

Northern Territory (NT)

Department of Justice – www.nt.gov.au

Queensland (QLD)

Department of Fair Trading - www.fairtrading.qld.gov.au

South Australia (SA)

Consumer and Business Services - www.cbs.sa.gov.au

Tasmania (TAS)

Consumer Affairs and Fair Trading - www.consumer.tas.gov.au

Victoria (VIC)

Consumer Affairs Victoria - www.consumer.vic.gov.au

Western Australia (WA)

Department of Commerce - www.commerce.wa.gov.au



Fundraising Ideas and Opportunities

There are endless fundraising ideas and opportunities that you can undertake depending on how much time you have to dedicate and how much effort you would like to put into the activity.

<p><i>Be Simple</i> <i>(easy to organise)</i></p> <ul style="list-style-type: none">• Morning or afternoon tea• Casual dress day• Setup an online fundraising page• Donate a percentage of your product sales (over a month)• Matched Workplace Giving	<p><i>Be Adventurous</i> <i>(Needs some planning)</i></p> <ul style="list-style-type: none">• High Tea• Picnic or BBQ event• Movie night• Trivia night• Pamper Night• Sausage Sizzles / Bake Sales	<p><i>Be Challenged</i> <i>(requires high degree of organisation)</i></p> <ul style="list-style-type: none">• Concert or Music event• Gala / Formal Dinner• Sporting Events (i.e. Golf day or Netball Challenge)• Sponsored Fun Run or Marathon• Conference or Sponsored corporate event
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How to Start Fundraising

Fundraising with ACCF is as simple as A-B-C

A – Apply to fundraise by completing our registration form and we will issue you with an Authority to Fundraise letter

B – Begin organising your event, using our fundraising guidelines to ensure that your activity is safe and legal, as well as loads of fun.

C – Complete your fundraising results form and return all funds raised to ACCF by credit card, direct deposit or cheque or money order according to information on your form

Become an ACCF Everyday Hero

You may wish to create a fundraising page using Everyday Hero. Everyday Hero is an online fundraising website that makes fundraising just that little bit easier to manage and is all done online. By creating your own Everyday Hero page:

- You can refer your friends, family and contacts to your page to donate directly;
- Your supporters will automatically receive a thank you message from ACCF;
- Receipts are automatically generated for anyone who donates to your page.