

Fundraiser essentials and guidelines

What you need to know before you start...

Before you start your fundraising activity, you will need to review the following guidelines to ensure the activity isn't just fun and successful but also in accordance with the law.

Your fundraising activity needs to be run safely and meet all the applicable financial and legal requirements. Read the following carefully and if you have any questions get in touch with the ACCF team on 1300 727 630.

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 ACCF team directly on (07) 3177 1099.
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 organised 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:

- Promote a high level of personal or public risk;
- Be interpreted as rude, offensive or inappropriate.

Fundraiser Responsibilities

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

- As the authorised fundraiser you accept full responsibility for the coordination and management of the activity/event, volunteers and/or 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 authorised fundraiser it is your responsibility to organise appropriate public liability insurance and ensure any other safety requirements (e.g. first aid services) are implemented, as required. Some venues may provide public liability insurance to cover your event but please ensure this is the case prior to making any arrangements. The Australian Cervical Cancer Foundation's public liability insurance may be available to fundraisers but only for approved ACCF activities. Please contact the Community Engagement Manager to clarify which activities may be covered.

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 familiarise yourself with the fundraising legislation and regulations relevant to your State or Territory please refer to the details of the relevant government bodies on page 8. Please contact us directly on 1300 727 630 if you require further assistance in accessing these laws and regulations.

- You are not authorised 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 and/or permits 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 and supervising them. Your relevant State or Territory may have different rules regarding under 18's involvement in fundraising. Refer to the details of your relevant government body on page 8.
- 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 organising media coverage of your activity, please remember as the fundraiser you are not authorised 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 727 630.

Logo Usage

ACCF are happy to provide fundraisers with the use of the ACCF fundraiser logo, upon request, and in accordance with our guidelines for use. The ACCF fundraiser logo may only be used to promote the activity for the dates stipulated in the Authority to Fundraise letter. The ACCF fundraiser 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 authorised 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 on page 9 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 727 630 if you require any further clarification.
- Any requests for tax-deductible receipts to be sent to donors 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 located on page 10 Tax-deductible receipts can only be issued to people donating \$2 or more and if the supporter is not receiving anything in return. For this reason, tax-deductible receipts cannot be claimed for purchase of raffle tickets or merchandise.

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

ACCF Awareness Ribbon Sales

As the Authorised Fundraiser you have the option to sell Cervical Cancer Awareness Ribbons, on behalf of ACCF, to raise even more funds to support the work we do. If you would like to order ribbons to sell at your fundraising event or activity please complete the appropriate section of the Fundraiser Registration Form.

Please note: As the Authorised Fundraiser you are responsible for ensuring that all proceeds of the sale of ACCF Awareness Ribbons are promptly returned to ACCF. In the instance that you do not sell all the ACCF Awareness Ribbons allocated to you, it is your responsibility to return the remaining Awareness Ribbons to ACCF or deposit the equivalent dollar amount (total number of ribbons unsold x \$3 per ribbon) to the designated ACCF bank account.

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.

