

Host a Fundraising Event FAQs

How do I register my event?

Please register your event by completing our online application form. It's very quick and easy and will only take you a few short minutes to complete. This form provides us with information about what you have planned and how we might be involved. If you have any questions about the form, please feel free to call us on 1800 423 444 or email fundraising@bctrials.org.au and one of our team members will be happy to talk you through the steps.

What happens next?

After you submit your application, our Community Fundraising team will review your fundraising application and be in touch within 1-2 working days.

If your application to fundraise is approved, we will send you an Authority to Fundraise letter plus any additional materials you may have requested.

What materials/support can Breast Cancer Trials provide?

We're here to help you in any way possible! We can provide you with materials for the promotion and decoration of your event. Our fundraising application form lists a number of resources that we can provide for you. Simply indicate which items you would like for your fundraising event.

Our Community Fundraising team is also on hand to help you with fun and exciting fundraising ideas – let us know if you would like any suggestions.

Depending on availability, we may be able to provide a guest speaker for your event – such as a breast cancer survivor or researcher. If you are interested in having a Breast Cancer Trials guest speaker at your event, please indicate this on your application form or email us on the details below.

Do I have to hold an event at a certain time during the year?

Of course not! We encourage people to fundraise and hold events for Breast Cancer Trials throughout the entire calendar year. Although many fundraising events take place in October as part of National Breast Cancer Awareness Month, you can choose whatever time suits you best.

I need some ideas for my event, can you help me?

Yes! Our Community Fundraising team has loads of great ideas for your fundraising event. Some of these include selling baked goods, charging an entry fee for your event, holding a raffle or silent auction, asking local businesses to sponsor your event with giveaways or by making a donation, and many more. If you're looking for more fun ideas, please get in touch with us.

Should I ask for donations before or at my fundraising event?

It's often a great idea to start your fundraising campaign early – it's always so difficult to get all your friends and family together at once, right?

You could place a secure donation box in your workplace or collect donations from your family and friends who can't make it to your event. Another option is to create an online fundraising page with My Cause or Go Fundraise.

Why create an online fundraising page?

Online fundraising platforms like My Cause can help make your fundraising easy. Some benefits include:

- Being able to share your fundraising page via social media platforms and emails. This can often help you reach people easily and make donating simple for them too.
- Your sponsors will automatically be issued with a tax deductible receipt when they donate to your online fundraising page.
- You can personalise your fundraising page with photos and explain why breast cancer trials research is important to you.

If you would like to do this, please visit <https://www.mycause.com.au/> to create a fundraising page and don't forget to select Breast Cancer Trials as your chosen charity.

If you would like more information about online fundraising platforms and how to get started, please feel free to contact us.

Is there a minimum donation amount?

Absolutely not – all donations, big or small are welcome and every bit helps!

Can Breast Cancer Trials issue tax deductible receipts?

Yes, all donations over \$2 are tax deductible. Simply download our donation form and complete the details of those guests who have requested tax deductible receipts. Once you have completed the form, you can either email it to fundraising@bctrials.org.au or post to PO Box 283, The Junction, NSW 2291. Our team will mail your guests their individual tax deductible receipts.

If your guests do not require tax deductible receipts, you do not need to complete the donation form. Just kindly forward the funds raised to Breast Cancer Trials as a group donation from your event, referencing your function code.

How do I submit the funds raised from my event?

Your Authority to Fundraise letter includes the details of how to forward the funds raised by cheque or using our direct deposit details.

When is the deadline for depositing the funds raised?

We ask that you forward the funds raised to us within the week following your event. If there is any reason why you may not be able to deposit the funds raised within this time period, please let our team know.

Do I have to make a separate application each time I fundraise?

Your Authority to Fundraise for Breast Cancer Trials is allocated to a specific time period and for a specific fundraising activity and will not carry over to your next registered event. If you have fundraised for us before, and would like to again, please register your new event via our online application form.

Can I use the Breast Cancer Trials logo?

If you wish to use our logo on your social media platforms or in any other promotional materials, you must gain prior approval from our team. Please contact us for more information.

How will the donations from my fundraising event be used?

Breast Cancer Trials conducts a national clinical trials research program for the treatment, prevention and cure of breast cancer. All funds raised from your event will help fund this important research to save more lives from breast cancer.

Any other questions?

If you have any further questions or would like clarification on any of the above, please feel free to contact us on 1800 423 444 or fundraising@bctrials.org.au – we're here to help in any way possible!