



FUNDRAISING ACTIVITY GUIDELINES

The following guidelines provide essential information for groups and individuals planning a fundraising activity to benefit Breast Cancer Trials. Please read these guidelines carefully before completing the [Fundraising Activity Application Form](#).

APPLICATION PROCESS

- Individuals or groups/organisations wishing to hold a fundraising activity to benefit Breast Cancer Trials must complete the [Fundraising Activity Application Form](#).
- Applications will be assessed individually and you will receive formal notification that your application has been approved. Please allow 48 business hours for your application to be reviewed.
- The fundraising activity must fit with the aims, values and ethical standards of Breast Cancer Trials to be considered for approval.
- By signing and returning the Fundraising Activity Application Form, the individual or group/organisation (“the Fundraiser”) agrees to the terms and conditions set out in this document (Fundraising Activity Guidelines) in relation to the fundraising activity.
- If your application is approved, Breast Cancer Trials will issue you with a Fundraising Authority which confirms that Breast Cancer Trials supports the fundraising activity and that the Fundraiser can use the name ‘Breast Cancer Trials’. The Fundraiser must receive the Fundraising Authority before the Fundraiser is authorised to use the name and/or logo of Breast Cancer Trials. See ‘Advertising and Promotion’ for more details.

RESPONSIBILITIES AND EXPECTATIONS

Legal and Insurance:

- Funds raised through the fundraising activity for Breast Cancer Trials will support its breast cancer trials research program.

- The fundraising activity will be conducted in the Fundraiser's name and the activity is the sole responsibility of the Fundraiser. The fundraising activity must comply with the relevant charitable fundraising legislation in the state/territory where the fundraising activity is being conducted. Different states have their own legislation which should be checked beforehand, and the Fundraiser must apply for any permits and authorities that may be required. Copies of any permits must be sent to Breast Cancer Trials.
- It is the responsibility of the Fundraiser to ensure they have the relevant insurance and indemnity considered necessary for any activity that involves the general community or individual members of the public. Breast Cancer Trials has no responsibility for these matters in relation to any fundraising activity undertaken by the Fundraiser and Breast Cancer Trials must be granted access to copies of the Fundraiser's policies on request.
- The Fundraiser does not have authority to make any representations on behalf of Breast Cancer Trials unless agreed in writing.
- The Fundraiser indemnifies Breast Cancer Trials, its employees and its volunteers against all liabilities, losses, costs and damages that any of them may sustain or incur as a result, whether directly or indirectly, of any:
 - a) breach of the relevant charitable fundraising legislation by the Fundraiser;
 - b) negligent, wrongful, or fraudulent act or omission by the Fundraiser; or
 - c) physical injury (including death) to any person or damage to any property caused by the Fundraiser arising at or from the fundraising activity that is the subject of this Fundraising Activity Application Form.

Income and expenses

- Breast Cancer Trials is not responsible for the management or record keeping of the fundraising activity, or for the commercial success or any debts incurred in the fundraising activity. The Fundraiser is responsible for any and all expenses associated with the conduct of the fundraising activity.
- The Fundraiser must take all reasonable steps to ensure that total expenses payable from the fundraising activity do not amount to more than 40% of the gross proceeds generated.
- Breast Cancer Trials cannot pay expenses incurred by the Fundraiser. The Fundraiser can deduct necessary expenses from the proceeds of the fundraising activity provided they are properly documented.
- Where appropriate, the gross proceeds from the fundraising activity should be banked into the Fundraiser's account. This income must be clearly identifiable in the banking and accounting records of the Fundraiser and distributed to Breast Cancer Trials in accordance with the written agreement between the Fundraiser and Breast Cancer Trials.
- Funds raised together with details of actual income and expenditure must be forwarded to Breast Cancer Trials within four weeks of the fundraising activity being held.

Promoting your fundraiser:

- Breast Cancer Trials can provide you with a Community Supporter Logo that you can use to show your association with Breast Cancer Trials.
- All advertising, promotional materials, notices, or information about the fundraising activity must:
 - Be respectful, accurate, and truthful, maintaining a high standard of integrity.
 - Clearly identify Breast Cancer Trials as the beneficiary.
 - Be approved by Breast Cancer Trials before being printed or shared.
 - Make it clear that you are representing your fundraising activity and that your event is not run by Breast Cancer Trials.

General

- If you have a business and wish to donate a percentage of sales, or donate a monetary amount from each product sold, or something similar, please contact Breast Cancer Trials.
- The Fundraiser must not approach Breast Cancer Trials corporate partners for sponsorship of their fundraising activity.
- Additionally, we request that the Fundraiser consult Breast Cancer Trials should they wish to approach any company to support their fundraising activity. Breast Cancer Trials can assist you to ensure that corporate sponsorship and support is in accordance with the aims and values of Breast Cancer Trials and does not adversely affect the existing corporate partnerships of Breast Cancer Trials.

WORKING WITH BREAST CANCER TRIALS

Once your event or activity is confirmed, you will receive support from our Community Fundraising Team in the form of tips and tools via email, SMS and phone. We'll also provide downloadable assets to help make your fundraiser a success.

Please be aware that Breast Cancer Trials is not responsible for providing support in the following areas:

- Access to Breast Cancer Trials' database for promotional or marketing purposes.
- Promotion of sales or events through Breast Cancer Trials' social media channels.
- Supplying prizes for fundraising activities such as auctions, raffles, or competitions.
- Assisting with applications for permits, licenses, or insurance for third-party events.
- Providing staff to speak at, manage or run events.
- Selling tickets, products, or services related to your initiative.
- Reimbursing expenses associated with event planning or execution.
- Contributing financially to promotional materials or equipment for the event.

POST EVENT

What do I do once my fundraiser has ended?

- Please provide the funds raised to Breast Cancer Trials within four weeks of the completion of your activity via direct deposit. Details for this can be found on your Fundraising Authority.
- Return any used donation receipt forms for Breast Cancer Trials to process.
- Let us know how your fundraiser went – we'd love to see photos! You can send them to fundraising@bctrials.org.au

Recognition of support

- Once funds are received, Breast Cancer Trials will issue an official thank you letter and/or receipt (if applicable) and acknowledgement of your contribution.

WHAT IS TAX DEDUCTIBLE?

The issuing of tax-deductible receipts is based on conditions outlined by the Australian Taxation Office (ATO) In summary:

- Tax deductible receipts may be issued when donations are made on a purely voluntary basis with no conditions attached. There are also certain circumstances where a tax-deductible receipt may be issued if the price paid for the item far exceeds the actual value.
- Tax receipts are not issued when a payment results in the receipt of a good or service or the donation is not deemed to be unconditional e.g. recognition of sponsorship, as this is not classed as a donation or gift. This also relates to purchasing raffle tickets, entry fees or auction items and sponsorship.
- The Fundraiser does not have authority to issue tax deductible receipts on behalf of Breast Cancer Trials. All donations must be remitted to Breast Cancer Trials immediately upon receipt, together with the names and addresses of all attendees/supporters who are eligible to receive a tax-deductible receipt. Donations of \$2.00 or more are tax deductible.

Please refer to the ATO www.ato.gov.au for further information on tax related matters.

If you have any questions we are happy to assist you. Please contact us on Ph: 1800 423 444 or email fundraising@bctrials.org.au

Thank you for supporting Breast Cancer Trials. We rely on the generosity of the community and we are grateful for all contributions. Please be assured your support is very important and will help to create a future where NO MORE lives are cut short by breast cancer.