



COMMUNITY FUNDRAISING GUIDELINES

These fundraising guidelines provide the conditions of fundraising for the National Breast Cancer Foundation (NBCF). All individuals, organisations or groups who intend to raise funds for NBCF need to read and agree to these conditions in planning and running all fundraising activities.

Processing your application

Thank you for choosing to fundraise for NBCF. Please allow 48 business hours for your application to be reviewed. Once approved, you will receive confirmation of your fundraiser and an authority to fundraise letter. If an urgent situation occurs ("a not to miss opportunity") please contact us via phone in the first instance on 1300 803 551.

On what basis are applications assessed?

We will approve applications where:

- we have sufficient written information,
- the activity aligns within our fundraising and ethical guidelines,
- it does not involve unnecessary risk, and
- it will provide a reasonable return.

Upon approval of your application, we will issue your "Authority to Fundraise" letter and you can start organising your fundraiser.

Naming your event

You may want to come up with a fun and catchy name for your event. Please be aware that there are sensitivities around breast cancer and the part of the body involved. While some people find it humorous to use vernacular terms to describe the breast, other people may be offended by the use of certain terms. Promotion of activity that encourages breast cancer risk factors may need to be adjusted to align with our ethical guidelines. We'll make every effort to help you come up with the right language, but we do reserve the right to review the suitability of your event name.

Are there any activities that NBCF will not approve in terms of community fundraising?

All fundraising activities approved by NBCF must comply with all relevant Australian Federal and State Laws. Whilst we would like to be able to approve all applications, there may be some activities which do not adhere to our fundraising and ethical guidelines and would therefore not be accepted.

These include but may not be limited to any fundraising activities:

- That would increase your risk of breast cancer.
For more info: nbcf.org.au/about/cancercontrol/

- That promote gambling, alcohol, smoking and tobacco
- That promote fundraising via the sale of alcohol direct to the public
- That promotes/exhibits any nudity, seminudity or sexual imagery
- That promotes violence in any form or cruelty to animals
- That results in a potential negative impact on the environment
- That involves a high level of personal or public risk (as in the actual activity)
- Where any NBCF logo is used for packaging of a product or on a product and sold in a retail environment without an established corporate partnership agreement.

RESPONSIBILITIES AND EXPECTATIONS

As an NBCF Community Fundraiser

The Community Fundraiser is the actual person, contact and/or organisation responsible for the running the proposed event or activity and should not represent themselves as a paid employee of NBCF. It is important that the event or activity is recognised as being run to support NBCF. The activity should not proceed until NBCF has issued an "Authority to Fundraise" and supporter number.

As outlined in our Charity Privacy Policy, NBCF is legally bound to only share details of the event or activity directly with the Community Fundraiser on the "Authority to Fundraise" letter.

What are the responsibilities of a Community Fundraiser?

The approved Community Fundraiser:

- Shall not undertake any door to door, street sales or telephone based approaches for donations to be made in connection with the activity
- Is responsible for the coordination and management of the activities, associated licenses, required insurances, publicity and communications with NBCF and the community, procurement, allocation and delivery of prizes, services, volunteers and personnel
- Assumes full responsibility for managing the activity in an appropriate way and that the event is conducted and promoted in the organiser's name

- Accepts and is responsible for minimising any risk associated with the fundraiser and is responsible for the safety of the event, volunteers and personnel and that it has the required minimum level of public liability cover
- Will be required by NBCF to arrange their own public liability insurance specific to the activity
- Must disclose any prior or current criminal convictions for financial fraud before approval is awarded
- Ensure any children involved in collecting, handling or managing funds:
 - » are at least 8 years old if volunteering and at least 13 years old if being paid,
 - » do not participate for more than four hours or later than 8.30pm on a school day or more than six hours on any other day, and
 - » that they are under the supervision of a responsible adult over the age of 18.

Are there any financial and administrative responsibilities as a Community Fundraiser?

When you agree to become an NBCF Community Fundraiser, you agree to be responsible for the administration and instances related to the staging or conduct of your activity. It will be your responsibility to:

- Seek the required permits relating to activities such as raffles, lotteries, auctions etc
- Collect, hold all funds collected in a secure environment and reconcile the funds relating to any fundraising activities undertaken
- Ensure that when counting funds, there are two people present
- Record all expenses and income in a log for the event or activity
- Aim to maintain costs for your event at no more than 40% of the total income
- Pay any invoices relating to your expenses and ensure that they are not to be addressed to NBCF or are paid with any money you have represented is being raised for NBCF
- Provide all funds raised for NBCF to NBCF within 14 days after the expiry of the "Authority to Fundraise" letter.

You must be clear about the funds you are raising for NBCF. If you are selling products or merchandise, you must state expressly the dollar amount you will donate to NBCF per product sold. You should not represent that all profits or proceeds are being provided to NBCF if you are deducting your costs.

Legal responsibilities:

It is your responsibility to:

- Ensure the event is conducted in accordance with all relevant Australian Federal and State Laws
- Organise insurance requirements e.g. public liability cover – NBCF cannot issue their public liability for your fundraiser. You can try to find a venue that will allow you to use theirs
- Obtain other licenses required e.g. local council approvals
- Ensure the event is recognised as being run to support NBCF and therefore properly account for all funds and keep appropriate records, and ensure activities and actions are appropriate
- The information you supply to NBCF will also be provided to the relevant government agencies in your State/Territory upon request should licenses be required
- If you, as a registered community fundraiser have not raised any funds in 12 months, the fundraising authority will cease, and all promotion associated with the activity must end
- Ensure any statements or representations you make about your donation to NBCF as a NBCF Community Fundraiser must be true and not misleading or deceptive, or likely to mislead or deceive. For example, you must not say all proceeds will be donated to NBCF if that is not the case.

WORKING WITH NBCF

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

Please note that NBCF cannot provide assistance with:

- Provision of any NBCF related database for promotion or marketing purposes
- Promotion of sales/events through any NBCF social media channel
- Prizes for your fundraising activities such as auctions, raffles, competitions etc

- Applying for relevant permits, licenses or insurance covers related to third party activities
- NBCF staff to run the events
- Sale of tickets, products or services as part of your initiative
- Reimbursement of event related expenses
- Financial contributions to any event related promotional materials or equipment.

Is it OK to approach NBCF supporters/partners for involvement in community fundraising activities?

No, NBCF has many corporate partners and sponsors that support the foundation all year round. As these companies are already very generous supporters of the foundation and are approached frequently throughout the year, we ask that you do not approach these companies. These companies are listed on the NBCF website.

How should I promote my association with NBCF?

Please state "Proud Community Supporter of the National Breast Cancer Foundation". We also have a Community Supporter Logo that you can use to show your association with NBCF, provided such use complies with the Brand Guidelines we provide to you.

It is important to be transparent and make it clear that you are representing your fundraising activity and that your event is not run by NBCF.

AFTER THE EVENT

What do I do once my activity has finished?

- Complete the Banking Your Funds form
- Provide the funds raised to NBCF within 14 days of the completion of your activity.

Acknowledgement of your contribution

Only once funds are received can NBCF issue an official thank you letter and/or receipt (if applicable) and acknowledgement of your contribution.

Tax-deductible and non tax-deductible receipts

The issuing of tax-deductible receipts are 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.
- Tax-deductible receipts are not to be issued when a payment results in the receipt of goods or service or ticket 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.

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

Official National Breast Cancer Foundation receipts

- Donations of \$2 and over are tax deductible
- You, as the Community Fundraiser, will receive a letter to acknowledge the funds raised. This is not a tax-deductible receipt.

Consent to share images and messages

You, as the Community Fundraiser, give consent to NBCF to use all photos, videos, quotes and stories shared with NBCF. It is your responsibility to ensure all persons in the photos give consent. You can withdraw your consent at any time by letting us know.

State and territories regulators

ACT Access Canberra – www.accesscanberra.act.gov.au and ACT Gambling and Racing Commission (for raffles and gaming) – www.gamblingandracing.act.gov.au

NSW Office of Liquor, Gaming and Racing – www.liquorandgaming.nsw.gov.au

SA Consumer and Business Services – www.cbs.sa.gov.au

QLD Office of Fair Trading – www.fairtrading.qld.gov.au and Office of Liquor Gaming and Racing (for raffles and gaming) – secure.olgr.qld.gov.au/dcm

TAS The Liquor and Gaming Branch, Tasmanian Gaming Commission – www.gaming.tas.gov.au

VIC Victorian Commission for Gambling Regulation, Minor Gaming Unit – www.vgccc.vic.gov.au

WA The Department of Racing, Gaming and Liquor – www.rgl.wa.gov.au