



Terms and Conditions for Conducting a Fundraising Activity for the Children's Cancer Foundation

Thank you for your enquiry into holding a fundraising event for the Children's Cancer Foundation. We depend on the community for support and appreciate your generous offer to help raise funds to support programs for children and adolescents with cancer.

About the Children's Cancer Foundation

The Children's Cancer Foundation was established in 1992 by parents of children with cancer. Their aim was to support their children, and those in the future, to ensure they have access to the world's best possible care to save their lives.

Driving and funding clinical research, enhancing clinical care and providing family support to ensure that children receive the best possible treatment available is at the heart of what we do.

While our focus is largely research based, we believe that it is the little things – a child's access to art and music therapy – that can significantly help a child on their cancer journey.

Register your Event with the Children's Cancer Foundation

To register your fundraising activity with the Foundation, we will require details of the fundraiser you are planning. The application form provides the basis for our approval process, so please provide as much detail as possible and send the completed form to:

Children's Cancer Foundation
Private Bag 6060
Richmond VIC 3121
T: 03 7001 1450
E: hello@childrenscancerfoundation.com.au

On approval of your fundraising application, we will provide the Fundraiser (the individual or organisation holding the fundraising activity on behalf of the Foundation) with a letter of endorsement confirming the Foundation's involvement.

The Fundraiser is legally not authorised to use the Foundation as its beneficiary charity until it has received written authorisation from the Foundation. Please remember that the fundraising activity will not be the Foundation's fundraising activity, but a fundraising activity to raise funds for donation to the Foundation.

Because of the nature of our charity and the high ethical standards under which we operate, there are some events that we cannot be associated with. These include door-to-door sales, street or shopping mall sales, telephone-based approaches for donations in connection with the activity, or activities that are in conflict with the values and purpose of the Foundation.

No Representation as an Agent of the Children's Cancer Foundation

Holding the fundraising activity on behalf of the Foundation does not create a relationship of agency or partnership between the Fundraiser and the Foundation. The Fundraiser will be solely responsible for the activity and will make it clear when dealing with the public, sponsors and supporters that the fundraising activity is not representing the Foundation, that they are raising funds that will be donated to the Foundation.



No Intellectual Property Transfer

The Foundation's name and logo and any intellectual property right in them will at all times remain the exclusive property of the Foundation.

The Children's Cancer Foundation's Right to Cancel an Event

The Foundation may, at any time, withdraw its authorisation letter and the Foundation's involvement from a fundraising activity, if the Foundation:

- is no longer satisfied that the fundraising activity will produce a reasonable return after expenses have been deducted;
- is no longer satisfied that the fundraising activity fits with the aims and values of the Foundation;
- is no longer satisfied that the fundraising activity is not high risk; or
- reasonably believes, in its absolute and sole discretion, that it is no longer appropriate for the Foundation to remain involved in the fundraising activity.

Legal Obligations as a Fundraiser

The Fundraiser is solely responsible for the conduct of the fundraising activity, including complying with any and all applicable Australian Federal and State laws governing the conduct of the activity and applying for permits and authorities required. These may include but not limited to the regulations relating to fundraising, food preparation, gaming (raffles) and liquor licensing. For more information, please refer to: [Department of Health](#); [Victorian Commission for Gambling and Liquor Regulation](#). In Victoria the relevant act is the [Fundraising Act 1998](#).

All fundraisers who anticipate raising \$10,000 or more from an activity must register as a fundraiser with Consumer Affairs Victoria and submit a letter from the beneficiary (i.e. the Foundation) consenting to receive the funds. Certain exemptions apply and all fundraisers should view the Exemptions from Fundraising Registration page on the [Consumer Affairs Victoria website](#).

Public Liability Insurance

The Foundation does not provide public liability insurance for the Fundraiser. The Fundraiser must ensure it has adequate public liability insurance, and the Foundation may wish to insist that the Fundraiser also be obliged to specifically include the interests of the Foundation in its public liability insurance policy. The Foundation may also wish to clarify what "adequate public liability insurance" means in the context of the fundraising activity.

Background Check

The Foundation reserves the right to request that the Fundraiser (or any representative, employee, officer or agent of the Fundraiser) undergo a Police Record Check or in certain circumstances a Working with Children Check prior to the Foundation providing the Fundraiser with an authorisation letter in respect to the fundraising activity.



Handling of Cash

The Foundation requires that cash proceeds from an activity are counted by two people in a private, secure location at or immediately after the activity. Where volunteers are collecting cash during the fundraising activity, arrangements must be in place to collect cash from volunteers at regular intervals, with the volunteers signing a written record of the amount of cash taken from them. Secure containers (e.g. lockable petty cash tin) must be available at the fundraising activity to hold cash collected until the cash is banked.

Financial Management

The Fundraiser is solely responsible for all costs incurred in relation to the fundraising activity, and the Foundation will in no way be liable for any costs incurred by the Fundraiser or any third party in relation to the Foundation's involvement in a fundraising activity.

The Fundraiser must comply with the *Fundraising Act 1998*, specifically: "A person conducting a fundraising appeal must keep records sufficient to enable a true and fair view of the income and expenditure relating to the appeal to be ascertained at any given time." The Fundraiser must provide the Foundation with an accurate, detailed record of income and expenses associated with the fundraising activity together with the monies raised within 30 days of the fundraising activity. The Foundation will provide a letter acknowledging the donation. Reasonable expenses can be deducted from the gross proceeds but these **should not exceed 30%** of the gross proceeds.

Proceeds from the fundraising activity can be deposited direct to our bank account, providing a remittance advice to the Foundation:

Account Name: Children's Cancer Foundation
Account BSB: 033-299
Account Number: 11-1004

Tax Deductible Receipts

The Foundation can provide official receipts for donations of \$2 or more from approved events or activities. The Foundation will send out these receipts provided that the Fundraiser provides an electronic register of all supporters eligible for a tax-deductible receipt, including the name, address and preferably the email address of the third party and documentation to support the receipt of the cash donation by the Fundraiser (i.e. bank statement). To be tax deductible, a donation must be a gift by an individual or organisation where the donor does not receive a material benefit in return. For instance, raffle tickets are not tax deductible and a portion of event tickets can only be deductible under very strict conditions determined by the [Australian Tax Office](#). Note that tax-deductible receipts can only be provided for cash donations. For supporters donating non-cash items (such as prizes for auctions etc.) the Foundation can provide an official letter acknowledging sponsorship. No receipts can be issued until the Foundation has received the donation. The Fundraiser should discuss receipting options with the Foundation prior to the event.

Logo Usage, Media/Public Relations and Marketing of the Fundraiser

In correspondence and promotion of the fundraising activity, please ensure you make it clear that the fundraising activity is not a Foundation activity but is an activity to raise funds for donation to the Foundation. Please also ensure that the logos or names of hospitals and research institutes that receive funding from the Foundation are not used or promoted at the fundraising activity.



Usage of the Foundation brand or logo is by agreement only. If deemed appropriate, you will be authorised to use the Foundation's 'Proudly Supporting Children's Cancer Foundation' logo on promotional material. 'Proudly Supporting Children's Cancer Foundation' can also be written in text related to the activity. The Foundation prefers a clear statement of the relationship between the Fundraiser such as "[Company/person's name] is proud to donate X% of the RRP to the Children's Cancer Foundation", with the wording approved by the Foundation.

Copies of any advertising, media materials and press releases mentioning the Children's Cancer Foundation must be approved by the Foundation prior to circulation. The Foundation encourages you to promote your event and would be happy to provide feedback on your promotional plan. The Foundation is unable to distribute press releases or marketing material or organise media coverage for the fundraising activity. The Foundation may post information about the event on its website and social media channels. The Fundraiser must not approach the media (including print, TV, radio and media websites) or approach a public personality or celebrity without prior approval of the Foundation.

Referring to the Foundation

When referring to the Foundation, please write 'Children's Cancer Foundation' out in full, please do not use 'CCF'.

Social Media

We encourage you to share your fundraising activity on social media. Please 'like' the Foundation on Facebook or 'follow' us on Instagram and then tag us in your posts by typing @childrenscancerfoundationau. If your post is public, we will be able to engage with you and thank your supporters directly.

Customised Fundraising Webpage

Through our fundraising portal, the Foundation can build a personalised fundraising page for the Fundraiser with customised text and image to collect donations. The Fundraiser will receive a unique URL to make it easy to rally friends and family to reach the fundraising target. The funds are directly remitted to the Foundation and donation receipts are automatically issued, so there is no need to handle cash donations.

Photos and Images

Please share with the Foundation high quality photographs of your fundraising activity. We may use these for our website, print publications and social media channels and will request authorisation from you to reproduce these photographs.

Privacy Policy

Any information you provide to the Children's Cancer Foundation may be stored and used in conjunction with the terms of our Privacy Policy, the full terms of which are available at childrenscancerfoundation.com.au.

Thank You

We thank you for your support of the Children's Cancer Foundation – your important contribution will make a difference to children living with cancer. The Children's Cancer Foundation relies on the generosity and commitment of sponsors and fundraisers and we sincerely appreciate your offer to fundraise on our behalf.

Connect with Us

To stay up to date with the Children's Cancer Foundation's latest news and events, we invite you to connect with the Children's Cancer Foundation on [Facebook](#), [Instagram](#) and [LinkedIn](#).