

# Community Fundraising Guidelines

Thank you for registering to fundraise for Cancer Council Western Australia. As we are funded by community donations, without the support of people like you we would not be able to do our vital work towards reducing the incidence and impact of cancer in our community.

We are here to help you make your fundraising journey a success.

These guidelines will assist you with processes and legal requirements around community fundraising, in particular handling donations and planning an event.

## Planning your fundraiser

As a fundraiser for Cancer Council WA you will be responsible for your event and it is your responsibility to make sure your activity complies with the fundraising legislation in WA. Some good sources of information are:

[Fundraising Legislation](#)  
[Department of Racing, Gaming and Liquor](#)

## Fundraising and issuing receipts

As a registered fundraiser you will be provided with a letter stating your 'Authority to Fundraise'. This is a legal requirement for any person wanting to conduct a fundraising activity. Your authority to fundraise for Cancer Council WA is valid for the set period specified in the letter.

If you have requested a single-use collection box, please ensure that the collection box is not left unattended and that it is disposed of after your fundraising activity.

Donations over \$2 made online will automatically receive an official tax-deductible receipt.

If you receive cash from a donor, record their name and contact details on your donation sheet and we'll issue an official tax receipt shortly after the end of your fundraising activity.

## Promoting your fundraiser

To help promote your activity you may like to use the Cancer Council WA Community Supporter Logo. To request this please call or email [fundraising@cancerwa.asn.au](mailto:fundraising@cancerwa.asn.au)

Please carefully consider the use of our logo. We ask that any advertising material related to fundraising activities must:

- State your name clearly and prominently
- Not be likely to cause offence to any person
- Not be misleading

Additional requirements may apply to advertising if you are conducting the activity as part of your business.

## Banking

The best way to deposit any cash donations collected at your event is to pay them to your own fundraising page. Simply make a direct payment and select 'Fundraising' as the type of deposit. This will allow the amount to be added to your online total and we can then provide separate receipts to your donors. Please note that a donation receipt is issued only when the person does not receive goods or services in return.

You will also be issued with a remittance slip, which will allow you to bank any money you collect into our account at Westpac. You can use this at any branch.

Try to bank money as soon as possible after you raise it. Make sure all funds are banked no later than 4 weeks after your activity is finished.

Don't forget to use your Supporter ID when you bank your money or communicate with us. This really saves on processing time and ensures we can locate your funds and thank you and your donors accordingly.

## Expenses and record keeping

It is a legal requirement that you keep records of income and expenditure relating to your fundraising activity. You will be provided some tools to help you manage this.

Some tips to make this easier would be:

- Keep a folder with a number of plastic sleeves to store documents
- Make notes on the back of the receipts if it is unclear what the expense was.

Unfortunately we cannot pay your expenses, but you can deduct your necessary expenses from the proceeds of your activity, provided they are properly documented. We encourage you to keep your expenses to no more than 30% of funds raised.

After your activity is finished, please return your income and expenditure form, accompanying receipts and donation record sheet to us.

## Upholding Cancer Council WA's Standards

Given the nature of our organisation and work, there are some activities with which we cannot be associated. We ask that you carefully consider our health messages before holding your event.

[Tobacco](#)  
[Sun exposure](#)  
[Obesity and healthy eating](#)  
[Alcohol](#)

Please also note we are unable to accept funds from the sale of alcohol.

If you have any queries about your fundraising activity please contact our team on 1300 65 65 85.

Thank you for supporting Cancer Council WA – your important contribution will go a long way in helping us beat cancer.

