

TERMS AND CONDITIONS

LIABILITY

The fundraiser will be run in the name of the person listed on the Application Form and this person will assume full responsibility for the activity. At no time should the fundraiser present him/herself as a volunteer or staff member of Childhood Cancer Support. The fundraiser will be responsible for the coordination of the activity, finances, prizes, raffles, publicity and any goods and services required to run the activity.

In your promotion of the activity, please ensure it is clear that it is organised independently in support of Childhood Cancer Support and that Childhood Cancer Support has not coordinated the activity. A suitable way to communicate this would be: "Funds raised will go towards supporting the work of Childhood Cancer Support" or "proudly supporting Childhood Cancer Support".

You may request a Childhood Cancer Support representative to attend your event. The decision will be based on the type of event and the location.

USE OF OUR NAME AND LOGO

If you wish to use the Childhood Cancer Support logo on any materials or products, this is available on request. All material or products on which the logo is proposed to feature must be submitted to Childhood Cancer Support for approval. Childhood Cancer Support logos may not be altered in any way.

THE CHILDHOOD CANCER SUPPORT WEBSITE AND SOCIAL MEDIA PLATFORMS

Please ensure you provide us with as much information about the activity as possible and specify the link to your online fundraising page if required. We can include details of your fundraising activity on the Childhood Cancer Support website and social media platforms.

CORPORATE SPONSORSHIP AND SUPPORT

When seeking corporate or local business sponsorship for the activity, please indicate clearly that the activity is being coordinated and conducted by you and not by Childhood Cancer Support and that we are simply the beneficiary charity.

We respectfully ask that you clearly define this, as it is false and misleading to represent yourself as acting on behalf of Childhood Cancer Support. It can also damage our existing sponsorship arrangements and potentially our reputation.

MEDIA AND PR

Generating publicity for your fundraiser is a great way to increase attendance, get local support and raise awareness about the cause. You are responsible for generating the publicity for your activity however, all media material and releases must be approved by Childhood Cancer Support prior to circulation. The fundraiser is not authorised to speak on behalf of Childhood Cancer Support, only about the fundraising activity.

When stating where the funds raised will go, the following phrase should be used: "Funds raised will allow Childhood Cancer Support to continue, not only its vital financial and emotional support services but also to grow its current accommodation base for families impacted by childhood cancer".

CHARITABLE FUNDRAISING ACT

As the fundraiser, you are responsible for all financial aspects of the activity including record keeping, management of funds, issuing receipts and depositing proceeds to the Childhood Cancer Support bank account after completion of the activity. You must comply with the Charitable Fundraising Act and regulations in your state. The basic obligations are as follows:

- Keep and provide Childhood Cancer Support with accurate financial records including submission of a budget before the activity and record of finances following the activity.
- All funds raised must be deposited into the Childhood Cancer Support bank account within two weeks of the fundraiser.
- All receipt books must be returned to Childhood Cancer Support
- Childhood Cancer Support cannot compensate any expenses incurred by the fundraiser however expenses can be deducted from the proceeds of the event, provided they are properly documented (total expenses must be less than 30% of total proceeds)
- You are not permitted to approach the general public with door to door, street or telephone collections as part of the fundraising activity

TERMS AND CONDITIONS cont.

COLLECTING THE FUNDS

Donations can be collected in the form of cash, cheques or money orders, which should be made out to Childhood Cancer Support. This applies to donations only; other payments associated with the fundraising activity, (e.g. event tickets or payment for an auction item) should be made out to the relevant business or to you as the fundraiser.

Childhood Cancer Support cannot process credit/debit card payments relating to any activities associated with the fundraising activity. Childhood Cancer Support can only process a payment from you for the total amount of net proceeds being donated at the conclusion of the activity. As the registered fundraiser for the activity, you will assume responsibility for all financial transactions.

RECEIPTS

Childhood Cancer Support will supply receipt books on request. There are two types of receipts that can be issued: a non-tax deductible receipt and a tax-deductible receipt. A non-tax deductible receipt is issued when the person giving gets something in return e.g. a raffle ticket, auction purchases or entry to an event. A tax-deductible receipt is issued for a straight donation (\$2 or more) where the giver does not receive anything in return.

Important points about receipting:

- Receipts can be written and issued immediately for money received.
- You cannot claim tax deductions for monies received on behalf of others.

If preferred, you can keep a register of all supporters eligible for a tax-deductible receipt and individual receipts can be sent to the fundraiser for distribution following the activity. Please ensure you record all necessary details for all supporters.

DETAILS

I agree I/WE as a third party fundraiser and agree with the terms and conditions outlined by Childhood Cancer Support.

Individual/Business _____

Contact Name _____

Contact Number _____

Date _____

Signature _____