

Children's Cancer Institute General Fundraising Guidelines

Children's Cancer Institute exists solely to put an end to childhood cancer, and medical research is the key to achieving this purpose. While we receive some funds from the government and granting bodies, we need to match every dollar from these sources with a dollar raised by the community. Without this support we simply could not complete the vital research that moves us closer to finding a cure for kids with cancer.



EXPENSES

- You can cover reasonable, documented expenses from the funds you raise. As a condition of fundraising for Children's Cancer Institute, **we ask that total expenses do not exceed 40% of funds raised.**



FINANCIAL RECORDS

- To enable Children's Cancer Institute to comply with its legal obligations, all fundraisers must keep a record of all income and expenditure related to the event for a minimum of 7 years.
- This record should be submitted to Children's Cancer Institute along with the funds raised within 30 days of the completion of the event.



BANKING

- A separate bank account should be opened for each event. The account name should state the name of the fundraising appeal and the Institute's full name. E.g.: Sydney Fun Run, Children's Cancer Institute.
- Please note that under the NSW Charitable Fundraising Act 1991, money received from fundraising must be banked into a Bank, Building Society, or Credit Union account. The account should contain only money from the fundraising appeal.



RECEIPTING

- Tax deductible receipts can only be issued for people donating money of \$2 or more.
- Ticket purchases (e.g. raffle), entry to an event, donations of service and auction purchases are NOT tax-deductible.



PROHIBITED ACTIVITIES

Children's Cancer Institute does not endorse fundraising events involving:

- Face to face solicitation (asking for donations), unless an appointed agent acting on behalf of the Institute
- Violent and dangerous activities
- Tobacco
- Activities centred on large consumption of alcohol
- Sexual activities
- Activities which are demeaning or degrading
- Please note that Children's Cancer Institute does not allow the use of their database of supporters and staff



PUBLICISING YOUR EVENT

- If you wish to use the Children's Cancer Institute logo for your event, please contact Children's Cancer Institute first for permission. As a registered trademark, the logo must not be altered or adapted in any way.
- All promotional material must be approved by Children's Cancer Institute before printing or distributing to the media, the public or on the internet.
- Children's Cancer Institute can help with providing templates for media releases.
- Always refer to us as "Children's Cancer Institute"
- Please notify Children's Cancer Institute first before agreeing to use any public personality, celebrity or entertainer for your event.



GAMING ACTIVITIES

- Please contact Children's Cancer Institute if your fundraising event involves raffles, bingo or any other kind of gaming or gambling activity.
- Children's Cancer Institute will send you a specific set of guidelines.



INSURANCE

- Children's Cancer Institute does not provide public liability insurance for fundraising events organised by a third party. Organisers need to take out their own public liability insurance.