



breast cancer  
research centre-wa  
Incorporating Perth Breast Cancer Institute



# COMMUNITY FUNDRAISING GUIDELINES



# ABOUT US

## About Breast Cancer Research Centre-WA

The Breast Cancer Research Centre-WA (BCRC-WA) is a Western Australian clinical research, treatment and support centre for women and men with breast cancer.

Our focus on providing evidence-based treatment for breast cancer is aimed at increasing survival rates and prolonging life. As a clinician-founded and driven organisation, we have created a centre of excellence that brings together the expertise of Medical Oncologists, Surgeons, Radiation Oncologists, Breast Physicians, Breast Nurses, Clinical Psychology, Genetic Counselling and other healthcare professionals for the care of women and men with breast cancer.

Established in 2009 under the stewardship of Professor Arlene Chan AM and Dr Peter Willsher, we are a registered charitable organisation (Licence CC 21750), undertaking high-quality research and the development of patient-centred support programs. BCRC-WA is led by a Board of Directors, with Carmelo Arto, Chief Executive Officer, being ably supported by the leadership team and staff.

BCRC-WA is a not-for-profit organisation where donations are directed to research, support and education programs and provision of services benefiting our patients and their families. We are extremely proud of the fact that funds received provide important resources and support.



# IDEAS & INSPIRATION

**Holding your own fundraiser should be an enjoyable experience.**

**We suggest you hold a fundraiser that will suit your lifestyle and personality.**

**If you need some inspiration, here are some fundraising ideas to help you get started:**

- Night Market
- Head or Beard Shave
- Long Table Lunch
- Silent or Live Auction
- Cycling Challenge
- Rottneest Channel Swim
- Fashion Show or Art Exhibition
- City to Surf
- Swim-a-thon
- Jam Making
- Treasure Hunt
- Family Recipe Book Sale
- A Concert by Local Artists
- Calendar Sale
- Car Wash
- Quiz Night
- Video Game Tournament
- Entertainment Book
- Guest Speaker Function
- Garage Sale
- 10,000 step challenge
- Bake Sale
- December Gift Wrapping Stall
- Garage Sale
- Casual Dress Fridays
- Collection Tin
- High Tea
- Movie Night
- Dance Competition
- Karaoke Night

# GETTING STARTED

## STEP 1

### DECIDE ON A FUNDRAISER

Choose something you already love to do, or pick something completely different.

## STEP 2

### CHOOSE A DATE

Now that you have your fundraising idea, you need to pick a date that will best suit you and anyone you want to involve. **Consider the following options when choosing a date:**

- If your event is outside, make sure you pick a time of year with suitable weather.
- Give yourself enough time to plan the event. Make a list of all the things you need to get done so that you have a good idea of the timeline you have available.
- Who is your target audience and when are they available?
- Venue prices (they cost less during the week)
- Talk to us for advice
- Consider any events that may coincide with the date you have chosen that may prevent people from attending or participating in your fundraiser e.g. grand final.

## STEP 3

### HAVE A FINANCIAL GOAL

How much money are you hoping to raise? Start off with a goal you think you can achieve. This will inspire others to help you. What are the costs involved with planning your event? **Try to get items sponsored so you can cut costs wherever possible.**

## STEP 4

### CONTACT OUR TEAM

Please complete the [Community Fundraising Application Form](#) and send it to: [fundraising@bcrc-wa.com.au](mailto:fundraising@bcrc-wa.com.au). On approval, you will receive an Authority to Fundraise letter with a [Financial Reporting Statement](#) template for you to complete and return to BCRC-WA at the conclusion of your event/activity.

To discuss community fundraising further, please contact **(08) 6500 5501** or **(08) 6500 5515** or email: [fundraising@bcrc-wa.com.au](mailto:fundraising@bcrc-wa.com.au)



**IMPORTANT GUIDELINES**

## FUNDRAISING GUIDELINES

**These guidelines provide the basis for all fundraising activities or events to be organised on behalf of BCRC-WA. Any fundraising activity using the BCRC-WA brand must be endorsed by BCRC-WA and comply with the obligations and regulations imposed by the [Charitable Collections Act 1946](#).**

### THE FIRST STEP

We will assess your fundraising activity before we can provide an Authority to Fundraise letter. The [Community Fundraising Application Form](#) needs to be completed and returned so we can assess your activity and suitability for endorsement. These terms and conditions will form the basis of any dealings between BCRC-WA and the Community Fundraiser in relation to your fundraising activity.

### ONCE YOU HAVE RECEIVED YOUR AUTHORITY TO FUNDRAISE LETTER

As the fundraising activity/event organiser, it is your responsibility for all organisational aspects of the activity. This includes financial aspects, fundraising, raffles, record keeping and management of the fundraising activity/event. The Community Fundraiser must comply with the WA Charitable Collections Act 1946.

Any documents or promotional material carrying the BCRC-WA logo must be pre-approved by BCRC-WA.

### FINANCIAL RECORDS

The Community Fundraiser is responsible for managing all financial aspects of the fundraising event/activity and must follow the WA Charitable Collections Act 1946 requirements and achieve a minimum net profit of 70% of funds raised at any fundraising activity/event.

**The Community Fundraiser must uphold, keep and provide to BCRC-WA, to protect public interest:**

- An accurate record of all monies collected
- A statement of Income and Expenditure ([Financial Reporting Statement](#)) with the net funds raised within 30 days of the event
- If you are running a raffle, ticket butts, details of ticket sellers and prize winners, banking records and unclaimed prizes must be submitted to BCRC-WA at the end of the event. You should also confirm the information required by visiting the [Department of Racing, Gaming and Liquor](#) website.

BCRC-WA cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of the fundraising activity/event, provided they are properly documented and are less than 30% of the total proceeds. Expenses must not be deducted from the gross proceeds of a fundraising activity/event before they are banked.

### TAX-DEDUCTIBLE RECEIPTS

BCRC-WA can provide official tax-deductible receipts for donations of \$2 or more received at a fundraising activity/event.

The Community Fundraiser must keep a record including contact details of all attendees/supporters eligible for a tax-deductible receipt and return these details to BCRC-WA so receipts can be issued. We can provide triplicate receipt books for this purpose.

Tax-deductible receipts can only be issued for 'gifts' as defined by the Australian Taxation Office, that is, when the supporter receives nothing in return. If the person gets something in return for giving, then it is not tax-deductible. The following are NOT tax-deductible:

- Ticket purchases (e.g. raffles)
- Entry to an event
- Auction purchases
- Purchase of merchandise/goods
- Donation of goods/services
- Sponsorship

Sponsorship of an event or in-kind donations can be claimed (cost price only) through the business as a marketing expense but is not considered a tax-deduction from BCRC-WA. BCRC-WA can supply a tax invoice for any sponsorship or a letter of receipt for in-kind donations received as evidence of the support upon request.

In general terms, donations for charitable purposes do not attract GST. BCRC-WA reminds Community Fundraisers that fundraising activities/events must meet the requirements of all relevant tax legislation. Please contact the Australian Tax Office on **13 28 69** or visit [ato.gov.au/non-profit/gifts-and-fundraising/](http://ato.gov.au/non-profit/gifts-and-fundraising/) for further information.

### SMALL PRIVATE LOTTERIES AND RAFFLES

If you intend to host a raffle or small private lottery, there are certain circumstances stated in section 103 of the Gaming and Wagering Commission Act 1987 where a permit may be required.

Please contact the Department of Racing, Gaming and Liquor on **(08) 9425 1888** or visit their website [rgl.wa.gov.au](http://rgl.wa.gov.au) for further information.

## AUTHORITY TO FUNDRAISE

Permission to fundraise is issued for a set time period, and for no longer than 12 months, and following the conclusion of the fundraising activity/event the Authority to Fundraise letter previously issued, must be returned to Breast Cancer Research Centre-WA, with the [Financial Reporting Statement](#) and any accompanying receipts.

## ONLINE FUNDRAISING

You can support our cause by creating your own fundraising page for BCRC-WA at [mycause.com.au](http://mycause.com.au). In addition, [Facebook](#) has created a fundraising tool that enables you to raise funds for BCRC-WA. Any donations made using the Facebook fundraising tools, will be received and receipted via the PayPal Giving Fund Australia.

## PUBLIC LIABILITY INSURANCE

BCRC-WA insurance does not cover third-party fundraisers. Some venues include insurance cover as part of their hire or use, or you may need to seek your own Public Liability Insurance. Please check with the venue to find out if it has insurance that will cover your fundraising activity/event.

## DISCLAIMER

BCRC-WA reserves the right to withdraw its approval for the activity/event at any time if it appears that there is a likelihood of the community fundraising event/activity failing to adhere to any of the terms and conditions.

## SUPPORTING YOU

We express our sincere thanks that you have chosen BCRC-WA to benefit from your fundraising event/activity. Thank you.

### We offer you a variety of support promoting your event:

- A pre or post event post on our social media channels reaching over 5,000 followers
- Use of marketing collateral including brochures, A-frame boards and donation tins
- Use of BCRC-WA's logo (to be used with the BCRC-WA Style Guide)
- Authority to Fundraise letter (given to donors and sponsors to confirm your fundraiser is recognised and supported by BCRC-WA)

## PROMOTION

If the Community Fundraiser wishes to promote BCRC-WA, they must refer to BCRC-WA as "Breast Cancer Research Centre-WA" or "BCRC-WA".

The following text may be used to briefly describe BCRC-WA:

"Breast Cancer Research Centre-WA's purpose is to improve the outcome and minimise the impact of breast cancer through excellence in research and education."

You can, however, promote your activity/event or inform members of the public (who ask where the donations will be directed to), by using the following text:

"Funds raised will support the work of Breast Cancer Research Centre-WA to improve the outcome and minimise the impact of breast cancer through excellence in research and education."

Due to limited resources, BCRC-WA cannot undertake media relations on behalf of the Community Fundraiser. For information on media guidelines, please contact BCRC-WA Administration on **(08) 9500 5501**. Printed material must be forwarded to BCRC-WA for approval prior to being printed or circulated. Other materials such as media releases must be pre-approved.

## COMMUNITY FUNDRAISING RESOURCES

[Community Fundraising Application Form](#)

[Financial Reporting Statement](#)

[BCRC-WA Style Guide](#)

[Donation Receipt Template](#)

[Facebook Fundraisers](#)

## FURTHER RESOURCES

[Charitable Collections Act 1946](#)

[Charitable Collections Regulations 1947](#)

[The Gaming and Wagering Commission Act 1987](#)

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

[Not-for-profit Law Guide to Fundraising WA](#)

[Australian Charities and Not-for-profits Commission](#)

[A guide to the Australian Consumer Law for fundraising and other activities of charities, not-for-profits and fundraisers](#)

[Australian Taxation Office](#)

[Justice Connect Not-for-profit Law](#)

## FOR MORE INFORMATION PLEASE CONTACT:

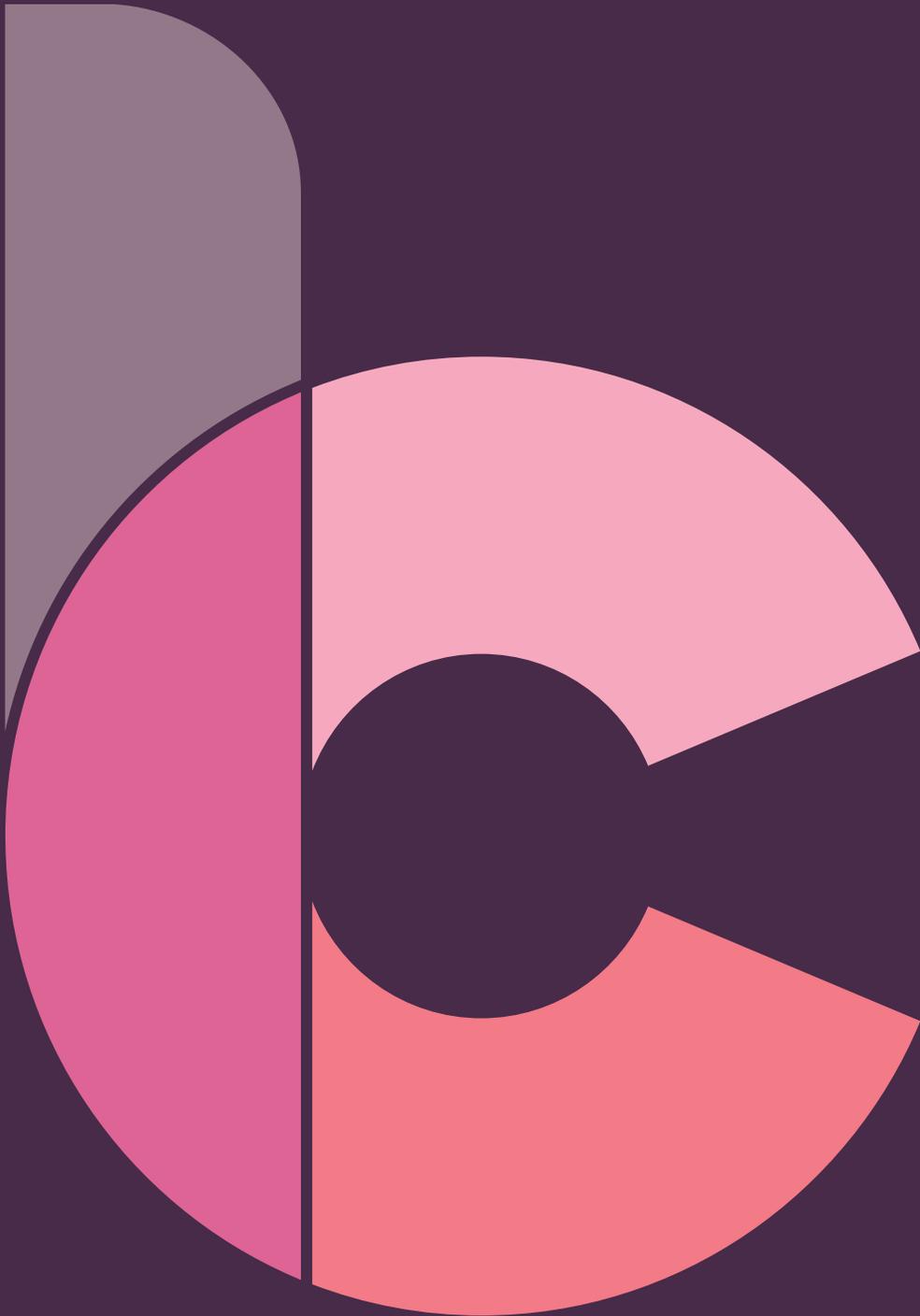
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