

Want to help ANZUP raise funds?



'Hands Up for ANZUP'

FUNDRAISING GUIDELINES

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Before you start

Thank you for helping to raise funds for the Australian and New Zealand Urogenital and Prostate (ANZUP) Cancer Trials Group. Your contribution, large or small, will play a valuable role in helping us work towards improved outcomes for patients with bladder, kidney, testicular and prostate cancers. The following guidelines are designed to assist any individual, group or organisation who wants to fundraise for ANZUP.

Before you start, it's important that you read these guidelines to ensure your upcoming event is not only successful and fun, but also run in accordance with the law. We want to help you to make sure your event is conducted safely and meets all financial and legal requirements, so that your efforts are successful in making a real difference to those in need.

Don't worry – the following kit provides all the guidelines and forms you'll need – along with some great ideas you may find helpful.

What we can do to help you

- Provide a letter of authorisation to be used to validate the authenticity of the event and its organisers;
- Promote the event to our Members and other stakeholders;
- Provide a written tax receipt to donors who make donations of \$2 or more and receive no material benefit in return eg auction payments are not tax-deductible;
- Look to provide an expert spokesperson who is a Member of ANZUP; and
- Offer advice and expertise on event planning.

What we cannot do to help you

- Provide on-site staff or volunteer support at your event.
- Extend our tax exemption to you.
- Provide funding or reimbursement of expenses.
- Solicit sponsorship revenue or goods for your fundraising activities.
- Provide celebrities or professional athletes for your event.
- Provide publicity, newspaper, radio, TV coverage etc.
- Provide mailing lists of donors, patients, Members, physicians, employees or volunteers.

Please also understand the volume of requests exceeds our number of staff available to attend events.

Please allow 10 working days for your proposal to be reviewed.





Authority to fundraise

You must have ANZUP's written authority before you can commence any fundraising on our behalf. We will send you a formal letter of authority once your application has been approved.

All you need to do is complete the application form (on page 14). Approval will be granted when ANZUP:

1. has received your written and signed application;
2. is satisfied that the activity fits in with the aims and values of ANZUP and complies with these guidelines;
3. is satisfied that the activity is not high risk (see page 5 for a bit more information); and
4. is satisfied that the activity will produce a return after expenses have been deducted.

Once the Authority to Fundraise is issued to you, these guidelines will form the basis of the official terms and conditions of the fundraising activity.

(Note: "The Fundraiser" means the individual or organisation holding the fundraising activity where ANZUP is the beneficiary. The Fundraiser is not legally authorised to use ANZUP as its recipient charity until it has received written approval and authorisation from ANZUP.)

As the Fundraiser you have no authority to enter into any contract that binds ANZUP in any manner. You must make it clear when dealing with the public, sponsors and supporters that you are not representing ANZUP; you are acting on ANZUP's behalf to raise funds that will be forwarded to ANZUP.

Responsibility

Your fundraising activity must be run in the name of the person or organisation listed on the authorisation form, which will be solely responsible for the activity. The Fundraiser, **not ANZUP**, will be responsible for the coordination and management of all aspects of conducting the activity, including finances, prizes, publicity and/or goods and services required. However, we are happy to offer support and advice where possible.

In your correspondence and promotion of the event, please ensure you make clear that the fundraising activity is not being conducted by **ANZUP** – rather, it is an activity to raise funds for donation **to** ANZUP.

Here are some suggested phrases you can use to make this distinction clear:

"proudly supporting ANZUP" or **"funds raised will go to support the work of ANZUP"**

Insurance

ANZUP has insurance to cover most approved fundraising activities. Different events may require different types of insurance. The provision of public liability insurance or any other type of insurance is at the sole discretion of ANZUP. If your insurance is approved you will be covered once you have received a letter from ANZUP confirming your Authority to Fundraise and a letter of Insurance Approval. You'll receive a copy of the public liability certificate with your confirmation letter.

ANZUP reserves the right to refuse authority for events that are deemed dangerous or unacceptably risky. This may include activities involving:

- Animals or animal rides
- Motor vehicle and motor bike racing
- Dangerous machinery
- Clock or time trials, racing or similar competitive events

Also, ANZUP will not endorse events that may adversely affect your health (eg smoking) or which involve the use of firearms, missiles, explosives or fireworks.

All fundraising activities must comply with Australian laws and regulations.

Depending on your event, you may also need to consider arranging additional public liability insurance of your own. Please discuss this with ANZUP when planning your event.

Note: ANZUP is currently applying for charitable status in NZ.



Background check

ANZUP reserves the right to request that the Fundraiser (or any representative, employee, officer or agent of the Fundraiser) undergo a police and/or working with children check prior to ANZUP providing the Fundraiser with an authorisation letter in respect of a fundraising event or activity.



Media and promotional materials

Generating publicity before your fundraiser starts is a great way to help increase ticket sales, get local support and raise awareness about your event. Please consider the following guidelines when formulating plans for promoting your activity, and plan ahead to allow time for the necessary approvals.

Approval of promotional materials: All promotional materials such as flyers, posters, invitations, menus, auction lists, advertisements etc **must be** approved in writing by ANZUP prior to print and circulation. To obtain approval, please contact ANZUP on fundraising@anzup.org.au.

Factual information: While you are responsible for generating your own publicity, ANZUP can provide a media fact sheet about our work to assist you. If further information about ANZUP, bladder, kidney, testicular, prostate and/or other urogenital cancers is required by the media, please refer them to our Executive team on (02) 8036 5243 and the most

appropriate spokesperson will talk to them on behalf of ANZUP.

Addressing the media: As the Fundraiser, you are not authorised to speak on behalf of ANZUP. You should also not make any comments about medical issues unless you are personally qualified to do so. Please restrict your commentary to describing your fundraising activity or your own journey with cancer. Please also remember to make clear that you are **raising money to support ANZUP but you do not represent ANZUP**. If stating to the media where funds raised will be directed, please use the following phrase:

“Funds raised will go to ANZUP to help improve outcomes and treatments for people diagnosed with bladder, kidney, testicular and prostate cancers.”

Describing ANZUP:

Please refer to ANZUP in any documentation as:

Australian and New Zealand Urogenital and Prostate (ANZUP) Cancer Trials Group.

When describing the cancers ANZUP covers please ensure you include the following: bladder, kidney, testicular and prostate cancers.

Logo usage

ANZUP's trademarked logo is available for use in promotional material, upon request. Any placement of the ANZUP logo (by yourself or any organisations supporting you) must be approved by ANZUP. To obtain the logo, and approval to use it, please contact fundraising@anzup.org.au. Branding guidelines will be supplied to you following approval of your fundraising activity.

Promotion on ANZUP's website and social media platforms

We would love to include your event's details on the ANZUP website, in our newsletters and on our social media platforms. Please ensure you provide ANZUP with as much information about your upcoming activity as possible. You can do this by sending through a briefing document outlining the following:

1. Date
2. Time
3. Location (including State)
4. Cost of tickets/activity/entry
5. Fundraiser hosting the event or activity
6. Fundraiser's preferred contact details
7. Web/twitter links
8. Keynote speakers



Approaching companies for support

Approaching companies for support in the form of donations of prizes or materials, or for financial support for the running of your event, is a great idea. However, it's extremely important that you do not approach the national or state office of a company for support, donations or sponsorship without prior consultation with ANZUP. We ask you to do this to ensure we protect the sponsorships we already have in place or partnerships that we are currently working towards.

The company or group you approach may already support us. Also, approaching a national or state office could potentially adversely affect any discussions ANZUP is involved in.

ANZUP has relationships with the following organisations:

Funding from:

- Cancer Australia
- Cancer Institute of NSW
- Cancer Council Australia
- PCFA

Corporate Supporters:

- Amgen Oncology
- Astellas
- Bayer
- Ipsen
- Janssen
- Pfizer Oncology
- Sanofi

Professional relationships with:

- Andrology Australia
- Clinical Oncology Society of Australia
- Kidney Health Australia
- Movember
- Prostate Cancer Foundation of Australia (PCFA)
- State and National Cancer Councils
- Urological Society of Australia and New Zealand

Financial management and good governance

As the Fundraiser, you are responsible for all financial aspects of the activity including a budget, record keeping, and management of funds and depositing funds into the ANZUP bank account. To assist, in this pack we have provided you with a budget template and our bank account details.

Your obligations to ANZUP are:

- Abide by any and all relevant State and Federal legislation for all permits and authorities that may be required.
- Keep, and provide ANZUP with, accurate financial records including a budget for your activity (income and expenses) along with copies of receipts or invoices for all expenses within 30 days of the activity.
- Deposit all funds raised into the ANZUP account or alternatively use our accounts with www.gofundraise.com.au or www.everydayhero.com.au. (Please discuss the most suitable method with ANZUP as it may save you time, resources and money) within 14 days of the completion of the event.

ANZUP cannot pay expenses incurred by you. You can deduct expenses from the proceeds of your event, if you wish, provided they are properly documented and accounted for. Please note, however, that total expenses must be less than 25 per cent of total proceeds.

Reminder: the financial aspects, raffles, auctions, record-keeping and management of the activity are the responsibility of the Fundraiser. Different States and Territories have their own legislation that you must be aware of before you start. A list of Charitable Acts is provided at the back of this document.

The Fundraiser must not incur any expenses in the name of ANZUP.

Issuing an ANZUP receipt

ANZUP can provide official tax-deductible receipts for any monetary donation of \$2 or more towards approved fundraising activities. To be tax-deductible, a donation must be a gift where the donor receives nothing of material value in return. ANZUP is unable to issue any receipts until all donations are received by ANZUP.

- a) A non-tax deductible receipt. This is for when the person gets something in return for giving (for example a raffle ticket, entry to an event, auction purchases).
- b) A tax-deductible receipt. This is issued for a straight donation. Please issue this receipt when the donor receives nothing in return for making the donation (eg a straight monetary donation or donation of a prize to be used in the fundraiser to benefit ANZUP). As the Fundraiser, you are responsible for issuing the correct receipt. If in doubt, please refer to the Australia Tax Office website under "tax deductible gifts".

In the case of sponsorship for prizes or auctions ANZUP can provide an official letter to acknowledge the sponsorship.





Cash handling

ANZUP expects you to comply with the following cash handling requirements. For your safety and the safety of your fellow fundraisers please refer to the following procedures when dealing with any cash during your event or activity.

1. Any cash must be counted by two people in a location away from other guests or participants;
2. The location must be secure;
3. Counting must take place immediately following the event;
4. A cash reconciliation form must be signed by both people counting the cash to reconcile the amount counted;
5. Any volunteers collecting cash throughout your event must have their cash collection cleared in timely intervals throughout the event;
6. Volunteers must sign an authorisation recording the amount of cash taken from them; and
7. Lockable petty cash tins must be available at the activity or event to hold cash until it can be safely banked.

Door knocking

In Australia, door knocking is illegal without a special permit. Please do not door knock individual houses to collect donations or to promote your fundraiser.

Legal implications

You must ensure all fundraising activities are legal, complying with all Australian Federal and State and Territory laws. In each State and Territory, there is a Charitable Act or equivalent that ANZUP and people fundraising for ANZUP must adhere to. Other regulations you may need to be aware of relate to gaming, liquor licensing and the preparation of food. It is important you are aware of your legal requirements in the running of your event. You may be required to produce evidence of your compliance to ANZUP.

You (as the Fundraiser) indemnify ANZUP against any liability, action, claim, suit, damage, cost and expense (including all legal fees) suffered by ANZUP, to the extent that a claim or action brought against ANZUP is connected to, in relation to or arising out of the Fundraiser's:

- a) Negligence; or
- b) Breach of, or default under, this Agreement.

You (as the Fundraiser) release ANZUP from and indemnify ANZUP against any liability for any injury, accident or other loss, whether physical or financial, suffered by the Fundraiser or its personnel in the course of conducting the fundraising activity.

Please remember: If you are hosting an event you are not authorised to name ANZUP as a beneficiary until the letter of approval has been received.



Third party permits and involvement

Please consider the following when designing your event:

1. *Do you need local council approval or a permit?*
 - In many cases you may need council approval to run your event. Putting submissions through council can be time-consuming so please include this in any pre-planning.
2. *Do you need St John's Ambulance?*
 - With notice, St John's Ambulance personnel can provide a valuable first aid service at your event.
3. *Do you need the Police to be involved?*
 - Some organised activities require police involvement or approval. Contact your local area command if unsure.



Please refer to the charitable fundraising information on your State or Territory's website

Australian Tax Office (ATO)

The ATO has an extensive guide on its website for record keeping and tax issues for non-profit organisations. It also has an overview of the regulations for each State and Territory.

Website: www.ato.gov.au/nonprofit

Australian Capital Territory

Charitable collections fall under the Charitable Collections Act 2003.

Website: www.ors.act.gov.au/

New South Wales

Fundraising activities in NSW are regulated by the Office of Charities.

Website: www.olgr.nsw.gov.au

Northern Territory

Fundraising activities in the Northern Territory are regulated by the Northern Territory Department of Business

Website: www.dob.nt.gov.au/Pages/default.aspx

South Australia

Charitable collections and the conduct of any entertainment where the proceeds are to be applied to a charitable purpose must comply with the Collections for Charitable Purposes Act 1939, Collections for Charitable Purposes Act 1939 – Standard of Practice.

Website: www.olgc.sa.gov.au

Queensland

The Office of Fair Trading (OFT) administers the Collections Act 1966. Any organisation that wants to publicly fundraiser for a charitable or community purpose is governed by this Act.

Website: www.fairtrading.qld.gov.au

Tasmania

The Liquor and Gaming Branch regulates all charitable and nonprofit organisations' fundraising activities.

Website: www.gaming.tas.gov.au

Consumer Affairs and Fair Trading administers the Collections for Charities Act 2001. This applies to any person soliciting money for a charitable purpose from the public.

Website: www.consumer.tas.gov.au

Victoria

Fundraising appeals are regulated by the Fundraising Appeals Act (VIC) 1998 (Fundraising Act) which is administered by Consumer Affairs Victoria.

Website: www.consumer.vic.gov.au

Western Australia

To collect money or goods for charitable purposes compliance needs to take place with the Charitable Collections Act (1946).

Website: www.commerce.wa.gov.au/charities

Photos and images

A picture tells a thousand words. ANZUP would love to share any of your images and pictures of your event or activity. We would like to use these on our website and for other publications such as our newsletters and annual reports. Please ensure you have the permission of your subjects in any photos. ANZUP assumes we are allowed to reproduce any photos you gather at an ANZUP branded function.

Thank you and good luck!

We are so thankful for your support. All of us at ANZUP wish you every success and hope you have a great time doing this. Your support and commitment to helping others with prostate, kidney, bladder and testicular cancer is highly valued and greatly appreciated.



About ANZUP

ANZUP is a not-for-profit organisation with a mission to conduct clinical trial research to improve treatment of bladder, kidney, testicular and prostate cancers. These clinical trials improve patient outcomes, particularly life expectancy and quality of life.

ANZUP's aim is to develop, foster and promote prostate and urogenital cancer research by:

- Providing access to clinical trials for all appropriate Australian and New Zealand patients.
- Increasing the involvement of, and collaboration with, various professional disciplines in clinical and preclinical research.
- Providing opportunities for clinical research.
- Building systems to simplify and streamline clinical research of the highest quality.
- Fostering a culture of research amongst all clinicians involved in the care of patients with urogenital cancers.
- Providing training opportunities for the next generation of clinical researchers.
- Providing for translational studies in prostate and other urogenital cancers, including tissue banking from clinical trials for further studies.

More comprehensive information can be found on our website <http://www.anzup.org.au>.

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Application for Authority to Raise Funds

Name _____

Name of organisation (if applicable) _____ ABN _____

Address _____ Suburb _____ Postcode _____

Phone _____ Mobile _____ Fax _____

Email _____ Website _____

Type of organisation Club Company Association Sole Trader Other _____

Have you raised funds for ANZUP before? No Yes

Activity information

Name of activity _____

Description of activity _____

How the funds will be raised (eg ticket sales, auctions, dinner, event etc)? _____

Proposed date of your activity _____ Proposed time of your activity _____

Venue name and address _____

Proposed ticket price/entry fee (if applicable) _____

Is the activity open to the public by invitation only

Has the activity taken place before? (If so, when and how much was raised) _____

Do you have a group of people working on this activity? _____

Has any person working on the activity had any connection with ANZUP (if so how)? _____

How do you plan to advertise the activity? (please refer to the fundraising terms and conditions regarding promotional material)

Do you have or intend to seek public liability or any other type of insurance for your activity? No Yes

If yes, please provide insurance details _____

Do you need local council approval? No Yes If yes, please confirm you will meet council requirements for approval.

Do you need to book St John's Ambulance? No Yes

Will the Police need to be involved? No Yes

I confirm that we are aware of our relevant State or Territory Government Acts and will not breach them.

Do you need an ANZUP representative? No Yes

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