



# Community Fundraising Event Terms and Conditions

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**These guidelines have been prepared to help you as an individual or group in holding an event to support Can Assist.**

## IMPORTANT STEPS

Prior to conducting any fundraising you should:

1. Read these Terms and Conditions.
2. Complete the Event Application Form.
3. Tick all three boxes at the bottom of the Event Application Form to show that you have read and agree to the Terms and Conditions.
4. Submit the Event Application Form to Can Assist.
5. Have received written approval, a 'Letter of Authority to Fundraise,' from Can Assist. If you need the Letter of Authority quickly, we can email or fax it.

## TERMS AND CONDITIONS AND AUTHORITY TO FUNDRAISE

1. Any person or organisation conducting a fundraising event on behalf of a charity must, by law, have an Authority to Fundraise.
2. Can Assist will send you a Letter of Authority to Fundraise once we have received your Event Application Form.
3. By ticking all three boxes at the bottom of the Event Application Form you agree to indemnify Can Assist from and against any claims for injury or damage at or arising from your fundraising event.
4. Can Assist must be satisfied that your event does not put any individual or organisation, including Can Assist at risk.

## CAN ASSIST'S INVOLVEMENT

We are happy to send you newsletters, brochures and posters for your event. You can purchase promotional items such as slap bands, car stickers and balloons with the Can Assist logo.

You may ask for a Can Assist volunteer to attend your event. Just let us know on your Event Application form. Please note, however, that Can Assist will not co-ordinate your event or take responsibility for the development, implementation or outcome of your event.

The event will be organised and conducted by you and it is your responsibility. The event is not a Can Assist event. It is your event to raise funds for Can Assist.

## USE OF THE 'CAN ASSIST' NAME

If you want to use the Can Assist name or logo on promotional materials, you must get approval from Can Assist. All promotional materials must meet Can Assist's current branding guidelines. Ask us to email you our colour or black and white logo.

Can Assist must be referred to as Can Assist in all written materials. For example, "Proudly supporting Can Assist" or "All funds raised will support Can Assist, providing practical support to country families affected by cancer."

## INSURANCE, LAWS AND REGULATIONS

You should ensure that you have all necessary insurance to cover all attendees, volunteers and participants. Can Assist insurance does not cover your event.

All fundraising events must abide by all relevant laws and regulations. This includes all raffles, bingo, other games of chance or any public appeal. If you are undertaking any of these activities you should

view the Office of Liquor, Gaming and Racing website for further information and ensure you comply with their requirements. Please visit: [www.olgr.nsw.gov.au/charitable\\_home.asp](http://www.olgr.nsw.gov.au/charitable_home.asp)

As the event organiser, you are responsible for all financial aspects and legal requirements of your event. This includes keeping accurate records of income and expenditure and raffles, auctions or other means of fundraising. These must comply with the regulations of the Charitable Fundraising Act (NSW) 1991.

## EXPENSES AND BANKING

Can Assist will not pay for any expenses associated with your event. You can pay for expenses from the proceeds of your event so long as this is documented. If you open a bank account for the event, the total monies raised must be deposited before expenses are taken out. Expenses must not be more than 40% of the total amount raised.

In all other forms of fundraising such as the sale of goods and services, the return must be fair and reasonable. Can Assist may ask for copies of receipts for expenses. Please note it is not mandatory to open a bank account specifically for your event. If you have a bank account you can use and accounting procedures in place to ensure that all money received in the course of a particular fundraising appeal can be clearly distinguished, you may use that account.

## TAX DEDUCTIBLE DONATION RECEIPTS

Can Assist can provide tax deductible donation receipts for donations over \$2. All people who want tax deductible donation receipts must be listed on a Donor Tally Sheet. All receipts will be sent to you for distribution, unless otherwise agreed between you and Can Assist. Please note, tax deductible donation receipts cannot be issued for raffle tickets or where a person has received a service or item of value in return.

## PROCEEDS FROM FUNDRAISING EVENT

Within four weeks of the completion of your fundraising event, you must give all proceeds from the event to:

- a) your local Can Assist Branch; or
- b) the Can Assist Sydney office.

## PHOTO PERMISSION

Please be advised that any images or video taken at a Can Assist associated event that may include yourself could be used for promotional material, annual reports, newsletters and social media.

## CONTACT US

If you have any queries about these conditions or holding your event, please contact the Sydney Can Assist office on 02 9216 9400 or 1300 226 277.

*We could not continue to do what we do without you!*