



CURE BRAIN CANCER FOUNDATION FUNDRAISING GUIDELINES

Cure Brain Cancer Foundation's mission is to unite our community to increase brain cancer survival and quality of life, by funding vital research, advocacy, and awareness for children and adults impacted by brain cancer.

PRINCIPLES

Cure Brain Cancer Foundation is guided by the following principles:

- All fundraising activities will comply with all relevant laws, regulations, and codes of practice within your State/Territory in Australia.
- Any communication made to the public in the course of carrying out a fundraising activity shall be truthful.
- Fundraising activities or donations will not be undertaken or accepted if they may be detrimental to the good name or community standing of Cure Brain Cancer Foundation.
- All third-party fundraisers will maintain a high standard of transparency, accountability, and ethical practice in fundraising initiatives in line with

the Charitable Fundraising Act NSW 1991 (NSW), Charitable Fundraising Regulation 2021 (NSW) and with fundraising legislation and regulations in other States and Territories as and when required.

- Cure Brain Cancer Foundation does not engage in fundraising conducted through gambling of any kind.

FUNDRAISING GUIDELINES

The purpose of these guidelines is to clarify the guiding principles relating to fundraising activities undertaken on behalf of Cure Brain Cancer Foundation by a third-party fundraiser.

These guidelines apply to all people fundraising in support of Cure Brain Cancer Foundation and covers all activities that are intended to generate funds for Cure Brain Cancer Foundation.



**Cure Brain Cancer
Foundation**

Cure Brain Cancer Foundation
PO Box R747, Royal Exchange, NSW 1225, Australia | Phone: +61 2 8973 1400
Email: community@curebraincancer.org.au | Web: www.curebraincancer.org.au

MONEY MATTERS

- You must maintain accurate records of all income and expenditure associated with your fundraising activity and provide this record to the Foundation at the conclusion of the event or at any time reasonably requested by the Foundation.
- If you have items that are physically gifted, such as equipment, this does not need to be recorded.
- Monetary transactions—revenues and expenditures—should be recorded.
- The Foundation would prefer that all proceeds raised from your event are provided to the Foundation. However, in the event that this is not possible, you may recover any reasonable expenses from the total funds raised.
- If you deduct expenses from the proceeds of the money raised, you must be able to provide evidence of the expenses to the Foundation and must clearly communicate to event attendees or donors that some of the funds may be used to cover the expenses of running the event.
- All funds from your event should be deposited into our account within 30 days of your event completion date, if this is not possible, please let us know.
- If Cure Brain Cancer Merchandise has been requested, please ensure you have read and signed the Merchandise form and returned it to us at community@curebraincancer.org.au for reconciliation and return of any remaining merchandise at the conclusion of your event.
- If collecting cash for merchandise sales or other fundraising elements contributing to your event/activity, funds can be deposited directly into our bank account:
 - Westpac Banking Corporation
 - Account name: Cure Brain Cancer Foundation
 - BSB: 032 010
 - Account number: 233 648

- When depositing cash or cheques relating to your event, please email community@curebraincancer.org.au to enable us to add those funds to your fundraising page as an “offline donation”.
- Cheques should be made payable to Cure Brain Cancer Foundation and mailed to us at PO Box R747 Royal Exchange, Sydney NSW 1225. Our ABN is 22 121 906 036 and our QLD registration number is CH1967.

OTHER FORMS OF FUNDRAISING

- You must not doorknock to individual houses to collect donations or for advertising your fundraiser. This activity is illegal without a special permit.
- If the event proceeds will be divided between more than one charity, you must explicitly outline this within your fundraising application or discuss with the Community Fundraising team prior to applying. You must clearly show the details of this split in any advertising or promotional materials.

USE OF THE CBCF LOGO

- It must be explicit that you are raising funds in support of the Foundation, not on behalf of the Foundation. The Foundation must not be represented or held out in any way as an organiser or, or responsible for, the event.
- The “In support of” Cure Brain Cancer Foundation logo will be emailed to you upon request.

EVENT PROMOTION

If you plan to approach local media outlets to promote your event, we ask you to first approach the Community Fundraising Team for guidance and assistance.

If your event requires public liability insurance, you must discuss this with us to ensure you will be sufficiently covered by the Foundation’s policy.

You must not be misleading or deceptive in promoting, planning or running your event and must act in accordance to Australian Consumer Law section 18.

