



Fundraising Guidelines

Thank you for your kind offer to raise funds for the ANZ Gynaecological Oncology Group. We are very grateful to the many people who raise funds for our research work. You may wish to raise funds in person, as part of a community group, organisation or company for our research work in general or a specific clinical trial.

These guidelines should assist you in your fundraising activities as well as help you understand your responsibilities when fundraising for ANZGOG. Please read through carefully, then fill out the Expressions of Interest form.

Expression of Interest

We require people who wish to fundraise on our behalf to complete a proposal for how they will go about their activity. Every event or activity will have risks associated with it. Risks can include injury to event participants or contributors, not being able to raise the target funds or a problem with bad publicity which can damage reputation.

Along with these risks impacting on you, they can have a serious impact on ANZGOG as well. The Expression of Interest application will be assessed for these risks and how they will be managed. It is essential that once you are approved that you follow the plan you set exactly as it has been approved.

Authority to Fundraise

Any person or organisation wishing to raise funds in Australia must by law have an 'Authority to Fundraise'. When you are approved to fundraise for ANZGOG, we will provide you with a confirmation and a letter giving you legal 'Authority to Fundraise'. **Until you receive this letter you are not authorised to fundraise, or advertise that you are fundraising, for ANZGOG.**

Each state has different legislation, so please contact us to discuss requirements if you are interested in raising funds in a state other than NSW. The details in this document relate specifically to NSW.

Please liaise with us as your activity progresses and remember that additional or altered plans for the event/activity must be approved by ANZGOG.

Even though you will have approval to fundraise, this does not mean that the event/activity you are holding is an ANZGOG activity. The words you use to promote the event/activity must clearly show this.

Suggested wording is: 'Funds raised will support clinical trials research by ANZGOG – improving lives for women with gynaecological cancer.'

How ANZGOG can assist

ANZGOG has limited supplies of promotional information available which may be available to assist:

- Information leaflets on 'what is a clinical trial'
- A4 posters on joining clinical trials
- ANZGOG donation forms (these are returned to ANZGOG for processing and receipt)
- ANZGOG banner

Please let us know on your Expressions of Interest form if you need an ANZGOG representative to speak at your event. We will let you know if this is possible but cannot guarantee availability.

Any additional needs you have to carry out your event/activity should be outlined on your form.

Financial

Accurate records must be kept to enable ANZGOG to comply with the regulations of the Charitable Fundraising Act 1991, this means you must:

- Keep a spreadsheet which records the income and expenditure for your event/activity.
- Expenses must be recorded and accounted for, preferably with a paper receipt for every expense.

- Expenses should be kept low and the organisers must take all reasonable steps to ensure that total expenses are no more than 30% of total proceeds.
- Open a special bank account if it is a medium to large event and close the account after the event is over.
- All funds raised and the financial documentation noted above must be provided to ANZGOG within 14 days of the event/activity.

Money raised should be return as a lump sum. ANZGOG has limited resources to assist with processing payments including donations. Assistance will be determined on a case by case basis.

Please note that not all payments for an event/activity will be tax deductible. Items such as tickets or auction purchases are not normally tax-deductible. If contributors will want tax-deductible receipts, it is important that you note this on your Expression of Interest form and discuss this with ANZGOG before commencing your event/activity.

Legal

The fundraising event/activity will be the sole responsibility of the approved applicant. This will include ensuring all requirements of the current and relevant laws and regulations are met. No cost overruns or charges will be met by the Australia New Zealand Gynaecological Oncology Group. The organiser's responsibility will include:

- Insurance (public liability cover and other insurance as necessary)
- Licences and Council Permission (refer to local Council guidelines)
- Requirements of the Charitable Fundraising Act and Regulation

For more information, please read the Charitable Fundraising guidelines issued by the NSW Office of Liquor, Gaming and Racing at <http://www.olgr.nsw.gov.au>

Use of the ANZGOG Name and Logo

We may endorse the use of the ANZGOG name and logo for your promotional material. This will be advised in your approval letter. Every time you produce a promotional item – print or electronic – with the ANZGOG name and/or logo, you must obtain written approval from ANZGOG first.

This includes such things as press releases, websites, brochures, signage, email promotions. Approval must be granted in writing before printing, distributing or displaying publicly or to a database.

ANZGOG logo are trademarks of the organisation and must not be changed or modified in any way. Only logos provided by ANZGOG are to be used. An ANZGOG style manual will be provided.

The correct name for ANZGOG in all publicity and promotion is:

Australia New Zealand Gynaecological Oncology Group

This is also the name for bank payments.

Sponsors

ANZGOG has a number of companies which provide sponsorship annually to reach its objectives. Please ensure you gain approval from ANZGOG for any corporate support you may wish to seek, prior to approaching the companies.

Publicity and Promotion

When talking about clinical trials research it is often useful to talk about the cancer you want to fundraise for, eg. 'ovarian' or 'cervical'. This is good way to get your message across quickly about what you are trying to do. It is not necessary to use 'gynaecological cancer' in your stories except in the ANZGOG name.

We recommend that you promote your event widely in local newspapers, radio, through your church or school. Local service clubs like Rotary, Probus, Lions and special interest groups will often be happy to assist. A poster or flyer is useful and banners can help promote the event.

We are grateful that you would like to raise funds for the Australia New Zealand Gynaecological Oncology Group. We hope this information has been helpful.

Please complete the Expressions of Interest form and contact us if you have any questions.

Alison Evans	Sarah Hope
Executive Officer	Development Officer
alison.evans@anzgog.org.au	development@anzgog.org.au
T +61 2 8071 4880	T +61 2 8071 4885

Australia New Zealand Gynaecological Oncology Group
Locked Bag 5577 CAMPERDOWN NSW 1450