



## Thank you for having a go for prostate cancer.

Send the completed form to Prostate Cancer Foundation of Australia (PCFA) via email to **fundraising@pcfa.org.au** or fax **+61 2 9438 7099** and your local PCFA contact will get in touch with you.

### PERSONAL DETAILS

First Name\* .....

Last Name\* .....

Community Group/Organisation .....

.....

Contact Number\* .....

Email\* .....

Address\* .....

.....

Suburb\* .....

State\* .....

Postcode\* .....

### YOUR FUNDRAISER

Activity/Event name\* .....

Description\* .....

.....

Proposed Date and Time\* .....

..... / ..... / ..... am/pm

How much do you expect to raise (\$) \* .....

Will you need tax deductible receipts posted to attendees other than yourself?

Yes  No

How much do you expect to spend (if any)?

(\$) .....

### Acknowledgement

I/We have read and agree to conduct the Fundraising activities in accordance with the terms and conditions set out in the Community Fundraising Guidelines in this Application to Fundraise.

I/We confirm that the information provided in this Application is true and correct. I/We agree to seek PCFA approval as soon as possible to any proposed changes to the Fundraising activities.

I/We understand you may revoke my Authority to Fundraise if I/We fail to adhere to the Community Fundraising Guidelines or if any proposed changes to my Fundraiser are not approved by PCFA.

Signed ..... Date .....

Role in organisation .....  
(if applicable)

Signed ..... Date .....  
(Additional signatory if applicable)



Fundraising is all about having a go and raising funds for a great cause. At the same time, it's a serious activity and must be bound by the regulations of the Australian Taxation Office and State charitable legislation. Please ensure your fundraising activities remain within Prostate Cancer Foundation of Australia (PCFA) guidelines.

### FUNDRAISING LEGISLATION

All fundraising activities must meet the requirements of relevant laws and regulations in your State/Territory and you will need to obtain any necessary permits or licenses required. If your activity is using raffles, lotteries or other gaming activities to fundraise, there may be other laws and obligations that apply in your State or Territory. We suggest you contact your local State Authority for more information.

**ACT:** Access Canberra  
[www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au)

**NSW:** NSW Fair Trading  
[www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

**QLD:** Office of Fair Trading  
[www.qld.gov.au/law/fair-trading](http://www.qld.gov.au/law/fair-trading)

**SA:** Consumers and Business Services  
[www.charities.sa.gov.au](http://www.charities.sa.gov.au)

**TAS:** Consumer Affairs and Fair Trading  
[www.cbos.tas.gov.au](http://www.cbos.tas.gov.au)

**VIC:** Consumer Affairs Victoria  
[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

**WA:** Department of Mines, Industry Regulation and Safety Consumer Protection  
[www.commerce.wa.gov.au](http://www.commerce.wa.gov.au)

Anyone running a fundraising event must consider licenses, permits, local council approvals and insurance.

### FINANCIAL RECORDS

State and Territory laws require you to keep records of all income and expenditure related to the event.

An event budget must be submitted with the final amount raised detailing the breakdown of all income and expenditure.

### EXPENSES

The Charitable Fundraising Act 1991 requires that if you run an event in support of a charity, all funds raised (less viable expenses) must be donated to the charity.

**Expenses must follow legislation and charity best practice. The net income from the event should be at least 60%. For example, for every \$100 you raise, you should not exceed more than \$40 in expenses.**

PCFA is not able to pay expenses incurred by you, but you can deduct necessary expenses from the proceeds of your event, provided they are properly documented and total expenses must be less than 40% of the gross income.

### PUBLICISING YOUR EVENT

We will give you an Authority to Fundraise Letter confirming you have been approved as a fundraiser for Prostate Cancer Foundation of Australia.

You are then permitted to use the Prostate Cancer Foundation of Australia "Proudly Supporting" logo to publicise your event provided you comply with the trademark use guidelines supplied.

If you produce marketing materials using our name and logo, please send us a copy for prior approval.

### *Proudly Supporting*



Prostate Cancer  
Foundation of Australia

You should be transparent with your supporters and indicate clearly if either "All proceeds benefit PCFA" or if an amount is being donated, for example "\$10 from the ticket price is donated to PCFA to support prostate cancer".

### INSURANCE

You might need to cover your event for public liability, the venue or other aspects of your activity. You must ensure your own insurance policies cover you for all insurable risks associated with your fundraising activity and participants.

### BANKING

All monies raised at your event must be paid to Prostate Cancer Foundation of Australia within 30 days of your event.

We will give you our banking details along with your personalised Banking Reference Number to use when banking your funds.

### RECEIPTING

Tax deductible receipts can be issued by PCFA for people donating money of \$2 or more at your event once the funds have been received.

If any of your donors/supporters require a receipt, please contact us about a Receipt Request Form.

Ticket purchases such as raffle tickets, entry to an event or auction purchases are not tax-deductible.

IF YOU HAVE QUESTIONS, PLEASE CONTACT US ON:

[FUNDRAISING@PCFA.ORG.AU](mailto:FUNDRAISING@PCFA.ORG.AU) OR 1800 22 00 99

Thank you for having a go! And supporting PCFA.  
Your fundraising will help to create better outcomes for  
men with prostate cancer and their loved ones.