

OCRF Fundraising Guidelines

Updated March 2014

Thank you for considering the Ovarian Cancer Research Foundation (OCRF) as a worthy recipient for your community fundraising activities. These guidelines have been prepared to avoid confusion amongst the involved parties by outlining our various obligations under fundraising legislation.

We ask that you review these carefully prior to completing our "Authorisation to Fundraise" form.

Our mission

To develop and implement an early detection program;

To improve the mortality rate, management and long-term survival of women with ovarian cancer; and

To raise community awareness of the importance of early detection

Fundraising for the OCRF

1. The OCRF is legally required to approve and authorise all volunteer fundraising activities. The OCRF will send you notification in writing as to whether approval has been granted. If you are successful, you will be provided a letter giving confirmation of your Authorisation to fundraise, which is your legal authority to undertake a fundraising activity for the OCRF. This document can only be issued when:
 - * a detailed and signed "Authorisation to Fundraise Form" to fundraise has been received and reviewed by the OCRF
 - * the fundraising activity has been confirmed as fitting with the brand values of the OCRF
 - * the fundraising activity has been confirmed by the OCRF as not holding high risk
2. Any changes made from the original details provided in the "Authorisation to Fundraise" form must be reported to the OCRF.
3. "Authorised Fundraiser" means the individual or organisation holding the fundraising activity on behalf of the OCRF. They will be the person/organisation named on the signed Authorisation to Fundraise form.
4. The fundraising activity will be conducted in the name of the Authorised Fundraiser and is the sole responsibility of the Authorised Fundraiser.
5. Please remember that your fundraising activity will not be the OCRF's fundraising activity. The OCRF is not able to take a coordination role in these activities and it cannot assist in soliciting prizes, organising publicity or providing goods and services to assist you in running the activity. It will be a fundraising activity to raise funds for the OCRF. A suggested way of promoting it would be: "funds raised will go to support the work of the OCRF.."
6. Because of the nature of our organisation and the high ethical standards under which we operate, there are some fundraising activities that we cannot be associated with – such as any fundraising activities that promote smoking or unhealthy habits.
7. The OCRF is unable to provide public liability insurance to cover community fundraising activities.

8. Due to limited resources, the OCRF cannot undertake media relations for the Authorised Fundraiser.
9. The fundraising activity must meet the requirements of relevant laws and regulation in each of the States and Territories of Australia (if required). The law varies from state to state in regards to items such as raffle permits, public space usage etc. If you fundraise on behalf of the OCRF without an approved Authorisation to Fundraise form you will be operating outside national compliance.
10. The fundraising activity must meet the requirements of relevant laws and regulations in each of the States and Territories of Australia (if applicable). These laws vary from state to state/territory with regard to items such as raffle permits, public space usage etc. Most states and territories also have specific laws governing charitable fundraising **from the public**, which you also need to follow if you will be raising money from the general public (ie not just from people you know). For example, if you are collecting money in a public place you usually need to wear an identification tag or badge which clearly sets out your name, the registered charity who has authorised the collection (in this case the OCRF) and where the money collected will be going. If you fundraise on behalf of the OCRF without an approved Authorisation to Fundraise form, or do not comply with applicable laws for your fundraising event, you will be operating outside your required authorisation from the OCRF. It is your responsibility to ensure that you are meeting any laws that might apply to your fundraising.
11. The OCRF has many corporate partners and sponsors that support the Foundation year round. The Authorised Fundraiser **may not** approach any of the existing OCRF partners or sponsors listed on the OCRF website (www.ocrf.com.au) to support their event as these companies are already very generous through their pre-existing arrangements with the OCRF.

Use of the OCRF name and/or logo

1. If the Authorised Fundraiser wishes to utilise the OCRF name and/or logo on any materials or products, the Authorised Fundraiser must obtain prior permission from us. All printed material, including media releases, must be pre-approved by the OCRF in writing. Printed material must be forwarded to us for approval prior to being circulated or otherwise used. Please note that this also includes all forms of online and social media communications.
2. Brand guidelines on how to use the OCRF logo can be supplied both electronically or in hard copy format upon request.
3. If the Authorised Fundraiser wishes to refer to or promote the OCRF, they must refer to the OCRF as “the Ovarian Cancer Research Foundation (OCRF)” in the first instance and then subsequently, in the same promotional piece as “the OCRF”. The Authorised Fundraiser only has a right to raise funds on behalf of “the OCRF” but cannot state that they “are the OCRF” or are representing the OCRF.

Financial Aspects of the Event

1. The OCRF accepts direct donations via the OCRF website or via the completion of one of the forms included in our OCRF brochure, in memorium envelopes and other relevant donation collateral. Direct donations only of \$2 or more, where the donor receives no benefit, will be eligible to receive a Tax Deductable Receipt.
2. The financial aspects of fundraising, raffles, record keeping and management of the fundraiser/event are entirely the responsibility of the Authorised Fundraiser.
3. The Authorised Fundraiser is responsible for all expenses relating to their fundraising activities.
4. The OCRF never issues receipt books.

Below are the official guidelines we use for issuing receipts, so you can provide the correct information to people who support your efforts. Please understand:-

* when a receipt can be issued, and to whom. The following are not tax-deductable: ticket purchases (eg raffle), entry/attendance to a fundraising activity, donations of goods or services, auction prizes. That is, anything where the person gets something in return for giving.

Tax deductible receipts can only be issued in return for a straight donation, that is, where the donor receives no benefit.

5. The proceeds of the fundraiser/event are to be donated to the OCRF via cheque to the OCRF office or donated directly into the OCRF Community Fundraiser bank account within 14 days of the conclusion of the fundraiser/event.

Administrative Office Address:

TOK Corporate Centre
Level 1, 459 Toorak Road
Toorak VIC 3142

Bank account details:

Name of Account: OCRF Donations
BSB: 083-004
Account Number: 49 087 5036

6. The OCRF recommends you align your fundraising event with one of our recommended online “giving portals” (please click on the donation now button in the top right hand corner of the www.ocrf.com.au home page to review a list of these portals). Not only are they compliant with all government regulations, they also become a great marketing tool for your event, are an ideal way to communicate to your supporters and make the financial management of your event seamless.

Permits

1. Some activities require permits, eg, raffles where the total prize pool is over a certain amount.
2. Permits are also required by councils and shopping centres for outdoor events, eg, sausage sizzles.
3. Also, if necessary, you should seek approval from any relevant authorities, i.e. police, local councils, schools, etc. You should also find out if there is any insurance you might need to cover your event, either for public liability, the venue or any other aspects specific to your fundraiser/event.
4. Permits are the sole responsibility of the Authorised Fundraiser.

Liability

5. To the maximum extent permitted by law, all aspects of financial and public liability and public safety are the responsibility of the Authorised Fundraiser. As the OCRF is not the fundraiser/event organiser it does not cover any liability on the Authorised Fundraiser's behalf.

Ethical Conduct

6. The Authorised Fundraiser must act in the best interests of the OCRF rather than for the benefit of personal interests.
7. The Authorised Fundraiser must not disclose confidential information to third parties, or provide access to such information by unauthorised parties.
8. At all times the Authorised Fundraiser must ensure the positive promotion of the OCRF and its work.