

LEGAL TIPS



Authority to Fundraise

Once you have registered your fundraiser with the National Breast Cancer Foundation you will automatically receive an Authority to Fundraise. If you require one to take around to sponsors and donors, we can provide you one on NBCF letterhead. This letter can also be used to approach your local community for donations or goods and services to minimise your costs.

Community Fundraising Guidelines

Make sure your fundraiser complies with regulations particularly if you are using the NBCF logo. Download the 'Community Fundraising Guidelines' if you're unsure.

Insurance

Your fundraiser won't be covered by NBCF's insurance so it is important you have your own Public Liability Insurance, or check if the venue you are using allows you to use their insurance.

Licenses

Some activities like raffles or alcohol sales require a license. Check if you need one with the State Office of Liquor, Gaming and Racing at www.olgr.nsw.gov.au.

Permits/permissions

If you are fundraising in a public place, make sure you have permission from the property owner or local council.

Tax receipts

All donations over \$2 are tax deductible. You can only provide a tax deductible receipt to someone who makes a cash donation. You cannot provide a tax deductible receipt for donations made to a raffle, auction or to someone who provides goods, a service or general cash for sponsorship.

If someone provides a large cash sponsorship donation, you can provide them with a letter to acknowledge their contribution. You can also provide NBCF with their details and we can send them a thank you letter for their sponsorship donation once the money has been received by NBCF.

Online donations will be automatically receipted to the email address provided when the donation is made.

Health and Safety

Check your event for any hazards and have measures in place to minimise the risk of injury.

If you think you will need First Aid assistance on hand, contact a reputable organisation like St. John's Ambulance for support.

If you sell food in a public place, food hygiene laws will apply – Contact your local council for information and guidelines.

