

Fundraising Event Package

2024/5 GUIDE



breast cancer
research centre-wa



**HELP US RESHAPE THE
OF BREAST CANCER TREATMENT**

Future

ABOUT US



Clinical Care

Leading clinical specialists and surgeons that provide evidence-based treatment



Support

Providing support services to patients and their families



Research

Consistently running multiple breast cancer trials

The Breast Cancer Research Centre- WA (BCRC-WA) was established in 2009 under the stewardship of Professor Arlene Chan OAM and Dr Peter Willsher who felt passionately about establishing a centre of excellence for breast cancer care here in Western Australia.

We are a non-for-profit organization that provides evidence-based treatments for breast cancer to increase survival rates and prolong life. Each patient is offered access to specialized Breast Cancer nurses and clinical Psychologists to support them through their breast cancer experience. Donations are directed to research, support and education programs and provision of services benefiting our patients and their families.



FROM THE CEO

Since working with BCRC-WA, I've come to understand that the true heartbeat of our organization lies not only in the laboratories or clinics but in the compassionate generosity of those who support our cause. Donations and fundraising aren't merely transactions; they are lifelines of hope, fueling our mission to empower patients, advance science, and extending a hand of support to those fighting their hardest battles

FUNDRAISING IDEAS

PINK DAYS

From casual dress to full Barbie PINK costume with donations and



PINK RUNS/SWIMS

10,000 steps, 5km park runs to marathons, its up to you. Your pace! OR to Rotto & back?



MORNING TEAS/LUNCHES

Mothers Day, Birthdays, Celebrations of Life

'PINK' EVENT

Trivia Night, Raffles, Guest speakers
Entry Fees and Drink Tokens



LADIES DAY

Long table luncheons, cocktail events, fun games,
high tea

BAKE SALES & BBQS

School, sporting, work place bake sales, BBQs at
games, events or shows





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BUT WHAT FOR?

Donations are directed to research, support and education programs and provision of services benefiting our patients and their families.

Free Clinical Psychology for Patients and their families

Free 24/7 access to Specialized Breast Cancer Nurse

Free Genetic counselling and support services

Access to support groups with monthly education, support meetings and activities



MEET THE

Pynks

PYNKS is a supportive social group for patients under the care of the Perth Breast Cancer Institute living with metastatic or advanced breast cancer.



GUIDELINES

These guidelines provide the basis for all fundraising activities or events to be organised on behalf of BCRC-WA. Any fundraising activity using the BCRC-WA brand must be endorsed by BCRC-WA and comply with the obligations and regulations imposed by the Charitable Collections Act 1946.

THE FIRST STEP:

We will assess your fundraising activity before we can provide an Authority to Fundraise letter. The Community Fundraising Application Form needs to be completed and returned so we can assess your activity and suitability for endorsement. These terms and conditions will form the basis of any dealings between BCRC-WA and the Community Fundraiser in relation to your fundraising activity.

ONCE YOU HAVE RECEIVED YOUR AUTHORITY TO FUNDRAISE LETTER:

As the fundraising activity/event organiser, it is your responsibility for all organisational aspects of the activity. This includes financial aspects, fundraising, raffles, record keeping and management of the fundraising activity/event. The Community Fundraiser must comply with the WA Charitable Collections Act 1946. Any documents or promotional material carrying the BCRC-WA logo must be pre-approved by BCRC-WA.

FINANCIAL RECORDS

The Community Fundraiser is responsible for managing all financial aspects of the fundraising event/activity and must follow the WA Charitable Collections Act 1946 requirements and achieve a minimum net profit of 70% of funds raised at any fundraising activity/event. The Community Fundraiser must uphold, keep and provide to BCRC-WA, to protect public interest:

- An accurate record of all monies collected
- A statement of Income and Expenditure (Financial Reporting Statement) with the net funds raised within 30 days of the event
- If you are running a raffle, ticket butts, details of ticket sellers and prize winners, banking records and unclaimed prizes must be submitted to BCRC-WA at the end of the event. You should also confirm the information required by visiting the Department of Racing, Gaming and Liquor website. BCRC-WA cannot pay expenses incurred by you, but you can deduct your necessary expenses from the proceeds of the fundraising activity/event, provided they are properly documented and are less than 30% of the total proceeds. Expenses must not be deducted from the gross proceeds of a fundraising activity/event before they are banked.

TAX-DEDUCTIBLE RECEIPTS

BCRC-WA can provide official tax-deductible receipts for donations of \$2 or more received at a fundraising activity/event. The Community Fundraiser must keep a record including contact details of all attendees/ supporters eligible for a tax-deductible receipt and return these details to BCRC-WA so receipts can be issued. We can provide triplicate receipt books for this purpose. Tax-deductible receipts can only be issued for 'gifts' as defined by the Australian Taxation Office, that is, when the supporter receives nothing in return. If the person gets something in return for giving, then it is not tax-deductible. The following are NOT tax-deductible:

- Ticket purchases (e.g. raffles)
- Entry to an event
- Auction purchases
- Purchase of merchandise/goods
- Donation of goods/services
- Sponsorship

Sponsorship of an event or in-kind donations can be claimed (cost price only) through the business as a marketing expense but is not considered a tax-deduction from BCRC-WA. BCRC-WA can supply a tax invoice for any sponsorship or a letter of receipt for in-kind donations received as evidence of the support upon request. In general terms, donations for charitable purposes do not attract GST. BCRC-WA reminds Community Fundraisers that fundraising activities/events must meet the requirements of all relevant tax legislation. Please contact the Australian Tax Office on 13 28 69 or visit ato.gov.au/non-profit/gifts-and-fundraising/ for further information.

GUIDELINES

SMALL PRIVATE LOTTERIES AND RAFFLES

If you intend to host a raffle or small private lottery, there are certain circumstances stated in section 103 of the Gaming and Wagering Commission Act 1987 where a permit may be required. Please contact the Department of Racing, Gaming and Liquor on (08) 9425 1888 or visit their website rgl.wa.gov.au for further information.

AUTHORITY TO FUNDRAISE

Permission to fundraise is issued for a set time period, and for no longer than 12 months, and following the conclusion of the fundraising activity/event the Authority to Fundraise letter previously issued, must be returned to Breast Cancer Research Centre-WA, with the Financial Reporting Statement and any accompanying receipts.

ONLINE FUNDRAISING

You can support our cause by creating your own fundraising page for BCRC-WA at mycause.com.au. In addition, Facebook has created a fundraising tool that enables you to raise funds for BCRC-WA. Any donations made using the Facebook fundraising tools, will be received and receipted via the PayPal Giving Fund Australia.

PUBLIC LIABILITY INSURANCE

BCRC-WA insurance does not cover third-party fundraisers. Some venues include insurance cover as part of their hire or use, or you may need to seek your own Public Liability Insurance. Please check with the venue to find out if it has insurance that will cover your fundraising activity/event.

DISCLAIMER

BCRC-WA reserves the right to withdraw its approval for the activity/event at any time if it appears that there is a likelihood of the community fundraising event/activity failing to adhere to any of the terms and conditions. SUPPORTING YOU We express our sincere thanks that you have chosen BCRC-WA to benefit from your fundraising event/activity. Thank you. We offer you a variety of support promoting your event:

- A pre or post event post on our social media channels reaching over 9,000 followers
- Use of marketing collateral including brochures, A-frame boards and donation tins
- Use of BCRC-WA's logo (to be used with the BCRC-WA Brand Style Guide)
- Authority to Fundraise letter (given to donors and sponsors to confirm your fundraiser is recognised and supported by BCRC-WA)

PROMOTION

If the Community Fundraiser wishes to promote BCRC-WA, they must refer to BCRC-WA as "Breast Cancer Research Centre-WA" or "BCRC-WA". The following text may be used to briefly describe BCRC-WA: "Breast Cancer Research Centre-WA's purpose is to improve the outcome and minimise the impact of breast cancer through excellence in research and education." You can, however, promote your activity/event or inform members of the public (who ask where the donations will be directed to), by using the following text: "Funds raised will support the work of Breast Cancer Research Centre-WA to improve the outcome and minimise the impact of breast cancer through excellence in research and education." Professor Arlene Chan AM would love to talk at fundraising events, however this is not possible as she is running a busy clinic and also donates her time to breast cancer research. Our Chief Executive Officer or other staff may be available. Due to limited resources, BCRC-WA cannot undertake media relations on behalf of the Community Fundraiser. For information on media guidelines, please contact BCRC-WA Administration on (08) 9500 5501. Printed material must be forwarded to BCRC-WA for approval prior to being printed or circulated. Other materials such as media releases must be pre-approved. Verbal or written reference to any Perth Breast Cancer Institute medical professional or leadership must be pre-approved by BCRC-WA.

Donate TODAY

There are many ways you can donate to BCRC-WA



ONLINE

Visit www.bcrc-wa.com.au.



CALL US

Simply give us a call on (08) 6500 5501 and one of our team will be happy to help.



IN PERSON

Visit us at:
Suite 407, Level 4
Hollywood Consulting Centre
91 Monash Avenue, Nedlands 6009



DIRECT DEPOSIT

Account name:
Breast Cancer Research Centre-WA
BSB: 086-006 | Acc No: 737986097
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Please email fundraising@bcrc-wa.com.au with your details so we can issue a tax deductible donation receipt.

GIFTS OF \$2 OR MORE ARE TAX DEDUCTABLE

BCRC-WA is self-funded and does not receive any government funding.

Breast Cancer Research Centre - WA

(08) 6500 5558

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