

Guidelines for Light the Night Fundraising

Your support is so important for families facing blood cancer. Thank you for fundraising! Please be sure, to follow these guidelines as you go about your fundraising. If in doubt, we are here to help. Call us on 1800 500 088.

Fundraising for Light the Night

- The Leukaemia Foundation reserves the right to not authorise or revoke authorisation of any third-party fundraising activity, event or donation if it does not comply with these guidelines.
- As the person registering the fundraising activity – you will be solely responsible for the activity and the Leukaemia Foundation is not responsible for the coordination and management of the event, finances, prizes, publicity and/or goods and services required to run the activity.
- The Leukaemia Foundation can provide fundraising advice and guidance.
- We cannot facilitate online fundraising for anybody wishing to fundraise anonymously.
- You must disclose any previous criminal convictions to Leukaemia Foundation when you register. The disclosure of this information may or may not prevent you from being able to organise an activity in support of Leukaemia Foundation. Your conviction will be considered when assessing the suitability of the activity and yourself as the organiser. You must disclose any criminal charge brought against you during the period you are authorised to raise funds on behalf of the Leukaemia Foundation by calling 1800 500 088.
- In your correspondence and promotion of your fundraising activity or event, please ensure you make clear that the fundraising activity is not run by the Leukaemia Foundation but instead is an activity to raise funds for the Leukaemia Foundation to help people living with blood cancer and their families. Suggested phrases to use include: “proudly supporting the Leukaemia Foundation” or “funds raised will support the work of the Leukaemia Foundation for people living with blood cancer”.
- Please request approval to use the Light the Night logo to promote your activity before its use.
- Please do not conduct any doorknocking, open bucket collections, street or telephone-based approaches to cash collection.

Please note that the Leukaemia Foundation cannot assist with:

- Provision of any Leukaemia Foundation database for promotion or marketing purposes.
- Prizes for your fundraising activities such as auctions or raffles.

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- Applying for relevant permits, licenses or insurance covers related to third party activities.
- Leukaemia Foundation staff or volunteers to run events.

Authority to Fundraise

- When you register at lightthenight.org.au you will receive an automatic Authority to Fundraise via email.
- Any activity outside of the collection of donations online via your personal fundraising page needs to be screened before approval. If your event is approved, we will send you an additional Authority to Fundraise letter endorsing your approved offline fundraising activities.
- We will approve fundraising activities that;
 - Provide sufficient written information outlining the activity.
 - The activity complies with our fundraising guidelines.
 - The activity does not involve unnecessary risk.
 - The activity will provide a reasonable return to support people facing blood cancer. You may deduct necessary expenses from the proceeds of the event, provided they are properly documented (total expenses must be less than 40% of total proceeds)
 - The activity will represent the Leukaemia Foundation appropriately, upholding our mission and image.
- Authority to proceed with your activity requires the Leukaemia Foundation to screen your activity against the following risk categories:
 - Association (brand and reputation).
 - Financial & legislative compliance.
 - Health and safety.
- The Leukaemia Foundation will automatically decline high-risk activities — including but not limited to activities that:
 - Pose a high level of personal or public safety and health risk.
 - Involve armaments/weapons/firearms.
 - Exploit labour or otherwise harm workers or children.
 - Involve pornographic, nudity, semi-nudity or sexual imagery/activities.
 - Involve cigarettes, cigars, or other tobacco products.
 - Involve gambling.
 - Could potentially negatively impact the environment
 - Involve violence or the promotion of violence.
 - Involve carcinogenic products.

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- Involve any use of animals for sport, entertainment, performance, recreation, work or training where injury, pain, suffering or distress may be caused (e.g. shearing sheep, horse/greyhound racing, circus, animal fighting, animal performing).
- Use the Leukaemia Foundation or Light the Night logo for packaging or promotion of a product sold in a retail environment without an established corporate partnership agreement.

Liability

- The Leukaemia Foundation cannot provide advice on safety management or insurance requirements.
- It is the responsibility of the organiser to plan and implement effective safety management and meet their duty of care to event participants, volunteers, employees, contractors and the public.
- Public liability insurance may be provided by the Leukaemia Foundation, subject to approval by the Leukaemia Foundation.
- Requests for public liability insurance must be submitted in writing to ltn@leukaemia.org.au and must be accepted by the Leukaemia Foundation in writing before the event/activity can proceed. You must inform the Leukaemia Foundation as soon as possible if your event/activity changes at any time.
- Decisions made by the Leukaemia Foundation are final and public liability insurance may be revoked at any time.
- In the event that the Leukaemia Foundation is unable to provide public liability insurance, organisers should be aware of their personal liability and understand that they will not be covered by a policy held by the Leukaemia Foundation if they proceed.
- Anyone involved in the fundraising activity or event is doing so of their own initiative and not in an official capacity as a Leukaemia Foundation volunteer.
- Organisers must ensure they have sufficient insurance in place. This may include insurance coverage in addition to public liability.
- The Leukaemia Foundation cannot offer advice on what coverage organisers should have in place for their event/activity.
- The Leukaemia Foundation accepts no responsibility for loss, liability or injury, occupational health & safety or welfare claims arising from any third-party fundraising event or activity.

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Fundraiser Code of Conduct

- The Leukaemia Foundation has zero tolerance for conduct that is deemed obscene, offensive, discriminatory, defamatory or racist or that is in breach of any law or regulation, including any content you upload online (including photographs, videos and personal stories, comments or posts).
- The Leukaemia Foundation has zero tolerance for bullying or harassment within our community, including on our online platforms. Please report any bullying or harassment immediately on 1800 500 088.
- You must ensure that any content you upload online (including photographs, videos and personal stories, comments or posts) does not breach any intellectual property rights of another party or any right or duty owed to a third-party. This means that if any of the content you upload is copyright protected; you must obtain the copyright owner's written permission first to use it.
- The Leukaemia Foundation reserves the right to remove any content from any page without notice.
- You must not use any of the Leukaemia Foundation sites to misrepresent your identity or affiliation with any person or organisation.
- You must not use the site to conduct, display or forward details of any survey, contest, pyramid scheme, chain letter, junk or spam email.
- You must not use or attempt to use the site for any unlawful, criminal or negligent purpose.
- If you become aware of any suspicious activity or content which breaches any of the above rules, please notify us immediately by emailing ltn@leukaemia.org.au or calling 1800 500 088.

Privacy and personal information

- All personal and sensitive information associated with the proposed fundraising activity will be handled in accordance with the Leukaemia Foundation's Privacy Policy.

Legal obligations

- Your fundraising activities must be legal, complying with Australian Federal and State Laws.
- Your fundraising activity or event must comply with all legislative and local government requirements and have all appropriate permits, licenses and insurance for fundraising in the state and/or territory where the activity is to be held — all obtained before the event has been promoted.

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- You are required to seek the required permits relating to activities such as raffles, lotteries, auctions.
- Please contact your State's office for further information and to apply for permits:
 - ACT [ACT Gambling and Racing Commission](#) PH: 02 6207 0359
 - NSW [NSW Office of Liquor, Gaming and Racing](#) PH: 02 9995 0300
 - NT [Racing Gaming and Licensing](#) PH: 08 8999 5511
 - QLD [Office of Liquor, Gaming and Racing](#) PH: 13 74 68
 - SA [Office of the Liquor and Gambling Commissioner](#) PH: 13 18 82
 - TAS [Department of Liquor and Gaming](#) PH: 03 6166 4444
 - VIC [Commission for Gambling and Liquor Regulation](#) PH: 1300 182 457
 - WA [Department of Gaming, Racing and Liquor](#) PH: 08 9425 1888

Finance

- You must ensure that any funds raised or donated are forwarded to the Leukaemia Foundation to support people living with blood cancer within four weeks of the completion of your fundraising activity.
- The Leukaemia Foundation cannot assist with reimbursement of event related expenses or covering costs associated with your event or activity but you may deduct necessary expenses from the proceeds of the event, provided they are properly documented (total expenses must be less than 40% of total proceeds).

Tax-deductible and non-tax-deductible receipts

- The Leukaemia Foundation holds Deductible Gift Recipient (DGR status). This means that donations made directly to the Leukaemia Foundation's Light the Night over \$2 are eligible for a tax-deductible receipt.
- Tax-deductible receipts can be issued by the Leukaemia Foundation when donations are made on a purely voluntary basis with no conditions or benefits received in return.
- Tax-deductible receipts are not issued when a payment results in the receipt of a good or service or the donation is not deemed to be unconditional. Examples include receiving recognition or benefits of sponsorship, purchasing raffle tickets, entry fees or auction items.
- Everyone who donates to your registered Leukaemia Foundation Light the Night online fundraising page is automatically issued with a tax-deductible receipt via email.
- You can request tax-deductible receipts for any donor who provides a cash donation to you. You'll need to forward the full amount to the Leukaemia Foundation and provide their details.

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- Alternatively, you can remit the full donation amount in their full name through your fundraising page — ensuring you enter their email address for the receipt.
- Donors are required by the ATO to substantiate tax deductions with a receipt from a DGR status organisation such as the Leukaemia Foundation.
- If unsure, please contact the Leukaemia Foundation to ask whether we can issue a tax-deductible receipt.
- For more information on tax-deductible receipts visit the ATO website.

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