



“Community Champions” Guide to Fundraising

Guide to Fundraising

This booklet provides information to help you with your fundraising activities, as well as guidelines to ensure your activities comply with fundraising regulations and our organisation values, whilst also encouraging creativity and fun. Please take the time to review the contents and familiarise yourself with the information provided. Prior to undertaking any fundraising activities on behalf of Cancer Council Queensland we ask that you speak with your Regional Fundraising Co-ordinator about your proposed activity and complete the 2010 Fundraising Proposal Form to gain approval.

Should you have any questions relating to the information contained in this booklet, please feel free to contact your Regional Fundraising Coordinator.

What is Fundraising?

Fundraising covers a wide scope of activities that are developed with the purpose of raising funds for the benefit of Cancer Council Queensland. They can include a special one off event or initiative, an annual event, or an ongoing initiative that is run for a specified period of time. Activities may be entirely new in nature or could involve an established activity/campaign to which you decide to add a fundraising component onto it.

Responsibilities and Expectations of a Community Champion:

The Community Champion is the actual person responsible for the running and management of the proposed fundraising event or activity. The activity should not proceed until you have gained approval for the event/activity from Cancer Council Queensland.

What are the responsibilities of a Community Champion?

- shall not undertake any door to door, street sales or telephone based approaches for donations to be made in connection with the activity or event
- is responsible for the coordination and management of the event or activities, associated finances, required insurances, publicity and communications with the Cancer Council Queensland and the community, procurement of prizes
- assumes full responsibility for managing the activity in an appropriate way and the event is conducted and promoted in the organisers name
- accepts and is responsible for minimising any risk associated with the fundraiser and is responsible for the safety of the event, volunteers and personnel and that is has the required minimum level of public liability cover
- May be required by Cancer Council Queensland to arrange public liability insurance specific to the activity and indemnifies the Cancer Council Queensland against any liability in relation to the conduct of an activity (*if coverage is not provided under the Cancer Council insurance policy*)
- Seek the required permits relating to activities such as raffles, lotteries, auctions etc



- Collect, hold in a secure environment and reconcile the funds relating to any fundraising activities undertaken

How can the Cancer Council Queensland support my fundraising activities?

There are many areas certain where we can assist your events/initiatives and these include:

- Cancer Council brochures / literature about our programs and activities
- Promotion of your event or activity on the Cancer Council website
- Tax- deductible receipts (books of 15)
- Provision of “Letter of Authority” verifying your fundraising activity is an “Approved Activity”
- Borrow Cancer Council Queensland signage (subject to availability and location of event)
- Community speakers to attend your event (dependant on availability and location of your event)
- Cancer Council donation tins

Please Note that the Cancer Council Queensland cannot provide assistance with:

- Provision of any Cancer Council Queensland related database for promotion or marketing purposes for your activity
- Sourcing of prizes for your fundraising activities such as auction, raffles, competitions etc
- Applying for relevant Permits, Licences related to third party activities
- Cancer Council Queensland staff to run your fundraising events
- Sale of tickets, products or services as part of your initiative through our website or database
- Reimbursement of event related expenses
- Financial contributions to any event related promotional materials or equipment



Finance

Please refer to www.ato.gov.au/nonprofit for further information on tax related matters.

Official Cancer Council Queensland Receipts

- Donations of \$2 and over are tax deductible only to the direct donor when they meet the conditions as outlined by the ATO
- All receipt books used and unused must be returned to the Cancer Council Queensland office
- You cannot claim a tax deduction on behalf of others. If you are submitting donations from other persons on behalf of your event, you as the event host cannot receive a tax deductible receipt for this money.

Goods and Services Tax

The Federal Government introduced a new tax system on July 1, 2000 which gave effect to the Goods and Service Tax. From July 1, 2000, wholesale sales taxes were abolished. The policy intent of the tax system is for the non-commercial activities of charities to be GST-free and the commercial activities of charities to be subject to GST. No organisation is exempt.

The Cancer Council Queensland became part of the tax system as charitable/non-profit organisations were included in the legislation, but many of our activities are GST-free. Under the legislation we have been allocated an Australian Business Number (ABN) and our registration for GST has been approved. For reference our ABN is 48 321 126 727.

The Cancer Council Queensland has registration for the following tax categories:

- Income Tax Exempt Charity
- Charitable tax-deductible gift recipient

The latter of these registrations allows The Cancer Council Queensland to continue to receive tax deductible gifts of \$2 or more, as is the current situation. The two areas of registration referred to above will cover your activities as our representative.

There is no requirement for you to register for GST or acquire an ABN. This is either on the basis of a sub-entity non-profit group or the registration threshold of \$100,000.

This approach has some compliance issues, but we believe it is more cost-effective for The Cancer Council Queensland under the current rules. We will maintain the approach under review.

The fundraising issues are:

- As part of your activities on behalf of The Cancer Council Queensland, you will receive tax invoices which will most likely have a GST component known as input tax. This will occur every time you purchase goods or receive a supply. There is no means available for you to claim back this input tax. (To do this we would have to process all invoices through the accounting systems of The Cancer Council Queensland, which would not be a viable solution).



- This has been further complicated by the GST legislation, which alleviates the necessity for non-profit organisations to apply GST to the proceeds of most of the events conducted during your campaign.
 - **For example:**
 - Sale of fresh daffodils and merchandise will not have a GST applied at the point of sale
 - Balls, dinners etc are not required to have GST included in the ticket price

However this concession comes with the condition that input tax credits will not be able to be claimed on purchases relating to these events. This results in a reduced level of available input tax credits able to be claimed in any case.

How should you proceed?

- Remain unregistered (No ABN required).
- No accounting required to account for input taxes.
- No accounting required to account for GST that might be applicable for sale of goods or services.
- As your costs will be higher (due to GST input taxes) you are advised to take this into account when you set prices for events so a similar surplus would be achieved to that available without the impost of GST.
- There will be exceptions to the above generic advice; if you have a major event or a sale of significant value, you are advised to seek advice from the Brisbane office.

Other issues

Sponsorship

- There are some specific issues in regard to sponsorship (both monetary and non-monetary) which may arise during your activities. If sponsorship received is of a significant nature and there is a request for a tax invoice, please contact the Brisbane office and this can be arranged together with the appropriate advice being provided.

Tax invoices

- Tax Invoices (The Cancer Council Queensland as the supplier) can only be issued by The Cancer Council's Brisbane office and are not available to you directly as our representative. If a tax invoice is requested this can be arranged through the Brisbane office.

We have attempted to summarise the most relevant points that will affect your activities. However if you have further questions we will attempt to answer them for you.



Publicity & Sponsorship

Use of Cancer Council Queensland logo

All requests to use the Cancer Council Queensland logo must be submitted via a logo release form, available from your local Cancer Council Queensland office. Cancer Council Queensland's name and logo can be provided for your use, under the condition that all promotional materials are provided to your Regional Fundraising Coordinator for approval prior to viewing by the general public. Some suggested wording would be 'proudly supporting Cancer Council Queensland' or 'funds raised help Cancer Council Queensland in its mission to lead the campaign against cancer'.

Media and public relations

A sample media release is available to all approved fundraisers on request (or now through the website?), as are tips for dealing with the media and publicity ideas. Remember that any advertising or photographs must comply with The Cancer Council Queensland's, SunSmart and QUIT policies. For example a photo distributed for media use showing a person participating in an outdoor event without a hat would not comply with our SunSmart policy.

Sponsorship for your fundraising event

Tobacco

Cancer Council Queensland has a strict policy restricting the acceptance of sponsorship from organisations who work with or for companies in the tobacco industry. Under no circumstance should your event be sponsored or supported by tobacco companies.

Alcohol

Sponsorship from companies involved in the alcohol industry must also be carefully considered. The Cancer Council Queensland cannot be seen as an organisation that endorses excessive consumption of alcohol. Therefore, in most cases it would be inappropriate for any alcohol manufacturer or supplier to be the major sponsor of an event that will benefit Cancer Council Queensland.

This does not mean organisers are barred from sourcing alcohol donations for raffles or inviting local wine makers to do a tasting at an event, but it does mean that functions will not be named i.e. 'The XXXX Brewers Charity Cup'. Alcohol companies can provide monetary sponsorship for events but again this relationship needs to be carefully considered.

We advise that when planning an event benefiting Cancer Council Queensland organisers should refer all sponsorship opportunities to the Regional Fundraising Coordinator for approval. This will ensure both parties are able to mutually benefit from the agreement while also protecting the reputation of Cancer Council Queensland.



Sponsorship Recognition

Potential ways to recognise sponsors at your fundraising event/activity, guide only:

- Logo inclusion in on-site event signage
- Logo inclusion on pre-event posters, brochures, flyers, etc
- Event staff shirts/caps/uniforms
- Complimentary tickets to the event/front row seating
- Logo on event webpage
- Trophy named in their honour for example 'The Xerox Best Male Competitor Award'

Insurance for your fundraising events

As a business operating in a commercial world, and also a more litigious society, it is necessary for Cancer Council Queensland to protect its assets, staff and volunteers with an extensive range of insurance covers.

Where it is applicable, policies have been extended to cover the activities of our volunteers. However this is not to be seen as a blanket cover encompassing all activities.

The restriction is always that activities, conducted under the name or jurisdiction of Cancer Council Queensland, are undertaken with the knowledge and permission of Cancer Council Queensland.

The two policies which specifically affect volunteers are:

- **Personal Accident Insurance** – This covers personal injuries sustained by volunteers during the course of carrying out activities approved by or under the supervision of Cancer Council Queensland.
- **Public Liability Insurance** – which covers liability to third parties for personal injury or property damage arising from accidents in the course of the business including activities undertaken by volunteers of Cancer Council Queensland and authorised by Cancer Council Queensland.

Personal Accident Insurance

Covers personal injury sustained by volunteers during the course of carrying out activities of Cancer Council Queensland, provided that such activities are approved by or under the supervision of authorised staff.

The policy provides cover only if:

- The volunteer procures and follows proper medical advice from a legally qualified medical practitioner as soon as possible after the happening of an injury; and
- The claim is notified to the insurer within 30 days or as soon as reasonably practicable after the date of the occurrence.



If any personal injury occurs, other than of a minor nature, the incident is to be reported immediately to Shannon Iwanow in the Brisbane Office. This can be done through your Regional Fundraising Coordinator or the Manager of Volunteer Services.

Public Liability Insurance

Why do we need public liability insurance?

Every activity of Cancer Council Queensland within the community exposes the organisation to a level of risk, more so in the area of our fundraising activities. Cancer Council Queensland has a legal liability to third parties involved in our activities to minimize the risk of personal injury or property damage.

Your responsibility

It is imperative that everyone be aware of minimizing risk associated with activities and fundraising events held on behalf of Cancer Council Queensland. This must be a team effort and not a sole responsibility. If in doubt – refer to the staff person you are dealing with for clarification.

What does the policy cover?

Covers legal liability to third parties for personal injuries, property damage and advertising injury arising from accidents in the course of the business. Activities undertaken by volunteers of the organisation in the name Cancer Council Queensland must have been authorised by Cancer Council Queensland or conducted under the supervision of the staff of Cancer Council Queensland.

What is not covered?

- Mechanical amusement rides
- Animal rides
- Use of firearms, missiles, explosives and pyrotechnics (fireworks) of any nature or description.
- Rodeos, Camp Drafts, or other activities involving the use of horse and cattle.
- Motor vehicle and motor bike racing
- Marine risks

If personal injury or property damage arises from any of the previously mentioned, specifically excluded risks, Cancer Council Queensland and you as the volunteer may not be able to rely on its insurance covers.

If you wish to have mechanical amusement rides and animal rides at your event the operator of the service must be the nominated holder of public liability insurance for a minimum of \$10,000,000.

If you are incorporating either of these rides in your event you must:

Request the ride operator to provide a Certificate of Public Liability Insurance issued in the name of the operator.



Certificate of insurance must be current over the dates on which your event is being held and with a reputable insurer.

- The minimum cover must be \$10,000,000
- The Certificate should include a statement noting that Cancer Council Queensland's legal liability is transferred to the ride operator
- If this certificate cannot be provided, do not allow the ride operator to be involved in your event

Remember, that a 'friend' allowing you to use their tame horse, their 'low-powered go-cart', a ride-on mower with a trailer for rides and so on could put Cancer Council Queensland and you at severe risk.

Additional exclusions

- Participation exclusion (e.g. Run for a Cure and Relay for Life)
- Claims in respect of bodily injury to or damage to property of persons actually participating in any physical exercise, activity, performance, game, contest or display involving aerobic, athletic, acrobatic, military or equestrian skill or the use of gymnasium equipment, firearms, missiles of any kind, explosives or combustibles
- The exclusion does not apply to claims caused by any fault or defect in equipment provided by Cancer Council Queensland or premises owned or occupied by Cancer Council Queensland

How do you assess your event?

- It is not possible to provide an exhaustive list of events which would be covered under the terms of our public liability insurance. The majority of the events conducted by you will have limited risks attached to them, but there must be a subjective appraisal on your part.
Remember: if in doubt, refer
- The test is, and always will be, for you to assess whether you are placing third parties in an area of potential risk likely to result in personal injury or property damage. With all of your events, you must remain diligent that a risk is not created during the conduct of the event
- If you're hosting an event that involves the public you must apply for a copy of Cancer Council Queensland's Certificate of Currency. You will be required to submit written details of your proposed event covering the same areas as required for the CCQ Certificate of Currency. Don't think any part of the information on your event is minor. You should specifically mention that the event may contain activities that are an excluded activity under the public liability cover
- In the situation that your event falls outside the policy cover available to Cancer Council Queensland, we will attempt to negotiate an alternate cover for your event with our brokers on your behalf. This cover will be available for you to assess and decide if you wish to continue as the cost of the cover will be an additional cost to your event

If we are unable to obtain a suitable insurance cover, Cancer Council Queensland will instruct you not to proceed with the event.

Cancer Council Queensland Certificate of Currency-Public Liability

On occasion you will be requested to provide a Certificate of Currency from the Cancer Council Queensland for your event. These are mainly requested by shopping centres before they will allow you to conduct an event on their premises (e.g. selling art union tickets, Daffodil Day etc).

These certificates are only issued by the Brisbane Office. Allow a minimum of **10 working days** for the certificate to be issued. A request for a certificate can be made through the Regional Offices.

A certificate will be issued that is cross-referenced to a Cancer Council Queensland letter which will detail the individual event and the dates for which the certificate is applicable. For additional events, you will need to request further certificates.

A copy of the Public Liability Certificate of Currency request form can be obtained from your Regional Fundraising Co-ordinator once your fundraising activity has been approved.

Art Unions - Rules and Regulations

Your guide to Category one games up to \$2,000 gross proceeds (total ticket sales)

Category one art unions - Up to \$2,000 gross proceeds (total ticket sales)

What is an art union?

An art union is a game other than bingo, Calcutta sweep, lucky envelopes and a promotional game.

Examples of art unions:

- Raffles (meat trays, chook trays, other small raffles), sweeps, normally conducted on Melbourne Cup (other than Calcutta sweeps), chocolate wheels (conducted at school fetes etc.), lucky dips, cent auctions, lucky door prizes, guessing game competition (guess the weight of the bull etc.)

Length of time for conducting Category one art unions

A Category one art union must be drawn not more than four months after the day tickets in the art union start to be sold. A Category one art union dependent upon an event or a series of events must be drawn:

- (a) For an art union dependent upon an event - within one month of the event; or
- (b) For an art union dependent upon a series of events - within one month of the last event in the series

Prohibited prizes

Prohibited prizes in a Category one art union are:

- More than \$10,000 in cash
- Surgery



- A tobacco product
- A weapon or ammunition
- Any other item the sale or acquisition of which is restricted by legislation of the State or Commonwealth
- A ticket or other chance in a game that is not approved under a gaming Act

For a game/art union other than a promotional game, alcohol must not be offered as a prize unless the alcohol:

- (a) Has a retail value of \$100 or less; or
- (b) Has a volume of 18 litres or less

Participation by minors

An association/individual involved in the conduct of a Category one art union must not sell a ticket in an art union to a minor if a prize for the art union includes alcohol or a gaming product.

Prize value

The total value of prizes must be at least 20 per cent of the estimated gross proceeds of the art union.

Are there any prescribed percentages for expenses or net profit?

No. However, the amount of estimated gross proceeds of an art union that may be paid towards the cost of conducting the art union, other than the cost of prizes, must be reasonable in relation to:

- (a) The estimated gross proceeds of the art union; and
- (b) The nature of the art union

Ticket requirements

A ticket means a document or item that evidences, or is intended to evidence, a person's right to participate in the Category one art union. All tickets in a Category one art union must be sold at the same price. However, tickets may be sold as a bundle (for example, one for \$1 or three for \$2). If bundled tickets can be purchased at the time of sale, then the same discount for bundled tickets must be offered to all ticket buyers.

A ticket may only be issued to an entrant if the entrant has paid the correct price for the ticket. Tickets must not be sold after the closing of the art union. However, if the art union has a series of draws over a period of time, a ticket may be issued if the player has paid the amount that is sufficient to be entitled to be entered in the next draw for the art union.

Tickets must not be sent or delivered to a person unless:

- (a) The person has paid for the ticket before it is sent or delivered; or
- (b) The person is the association's agent or ticket seller

Each ticket in a Category one art union must be numbered consecutively and, if more than one series of tickets is to be used for the same draw, each series of tickets must be identifiable by colour or other distinguishable characteristics. If more than one Category one art union is being drawn on the same day, the tickets in each draw must be identifiable by colour, series or other distinguishable characteristics. If a Category one art union is not conducted and drawn on the same day, the tickets for the art union must:

- Have the name and either the address or telephone number of the entrant legibly written on the ticket butt, or legibly recorded in another way that enables each prize winner to be identified; and
- For a guessing game competition, have the name and either the address or telephone number of the entrant legibly recorded in a way that enables each prize winner to be identified

Ineligibility to enter

- A person is not eligible to enter a Category one art union if the person is directly engaged in conducting the draw

Drawing of art union

Each person who buys a ticket in a Category one art union must have a fair and equal chance of winning the major prize in the art union at the time of drawing of the art union. Usually, a marble draw is used to determine the winner. However, if using ticket butts, every sold ticket butt must be included in the draw. Where an electronic raffle drawing machine is being used it must be ensured that the full range of tickets sold are covered by the draw (i.e. all tickets from lowest sold to highest sold are included). If an unsold ticket number is drawn, another ticket number must be drawn to determine the prize winner.

If an electronic device is used, the association/individual conducting the Category one art union needs to ensure the winners are selected at random thereby allowing all ticket holders a fair and equal chance of winning.

Order in which prizes are to be drawn

If more than one prize is being offered in a Category one art union, the major prize must be drawn first and the other prizes drawn in descending order of number and value.

However, prizes may be drawn in an alternate order provided that the alternate order is clearly advertised at the time tickets in the art union are sold. If a minor prize is drawn before the major prize, the ticket held by the winner of the minor prize must be returned to the pool and be eligible to win the major prize.

Delivery of prizes

For a Category one art union the association/individual conducting the art union must deliver the prizes to the winners of the art union within one month after winners are decided.

The above does not apply if:

- The prize winner agrees in writing that the prize may be delivered more than one month after the winners are decided; or
- After making all reasonable efforts, the person conducting the art union cannot locate the prize winner

Substitution of prizes

Another prize may be substituted for a prize offered in a Category one art union only if the association/individual conducting the art union and the prize winner have agreed in writing to the prize being substituted and the substituted prize is similar to and of the same or greater value than the original prize.

Locating prize winners

An association/individual conducting a Category one art union must make every reasonable effort to:

- Locate the prize winners for the art union; and
- Deliver the prizes to the winners

Period for which unclaimed prizes may be kept

Prizes in a Category one art union must be kept for a reasonable period after the prize winner is decided. If not claimed the prize must be drawn again.

Advertising results

The results of a Category one art union must be published in the way advertised by the association/individual conducting the art union when tickets for it are sold. If the association/individual has not provided information about the way in which the results will be published:

- Prize winners must be given oral or written notice in person, within 28 days after the art union is drawn; and
- The results must be published or made available in an appropriate way

Keeping accounting records

An association/individual conducting a Category one art union must keep accounting records correctly recording and explaining the transactions for the art union.

Lodgement of returns

The chief executive may, by written notice to an association/individual, request a return to be lodged concerning the conduct of Category one art unions. The association/individual must give the return, in the approved form, within the time stated in the notice.

Audit

If the chief executive considers it necessary in the public interest, or for the proper conduct of general gaming, the chief executive may, by written notice, require an association/individual to have audited the financial records for Category one art unions. The association/individual must comply with the notice unless there is a reasonable excuse for not complying with it. The association/individual must pay the cost of the audit.

If an art union you are planning does not meet these guidelines, you must discuss it with a staff member of The Cancer Council, and receive approval in writing from The Cancer Council. Art unions other than Category one are subject to additional gaming regulation guidelines. Failure to abide by these may result in The Cancer Council Queensland's inability to obtain art union permits in the future.

Cancer Council Queensland Policies and Procedures

Cancer Council Queensland is an organisation committed to research, services, treatment and education with a mission to combat cancer. We believe this commitment must be reflected in our organisation so the health and well-being of our volunteers and staff is a primary concern.

Approved Community Champions are representatives of The Cancer Council Queensland and it is important that you adhere to and promote the key elements of these policies in your campaigns.

The essential elements of Cancer Council Queensland's policies and procedures are outlined below:

SunSmart Policy

Queensland has the highest rate of skin cancer in the world. It is Cancer Council Queensland's procedure to reduce the exposure of employees, volunteers, visitors and those participating in events organised by Cancer Council Queensland to the harmful effects of ultraviolet radiation (UVR).

- While representing Cancer Council Queensland, you are encouraged to wear SunSmart clothing, which includes long-sleeved collared shirts, broad-brimmed hats (NOT caps) and sunglasses
- All representatives of Cancer Council Queensland are encouraged to use, and where possible, have available, SPF 30+ broad-spectrum, water-resistant sunscreen when involved in an activity organised by or on behalf of Cancer Council Queensland
- The appropriate use of portable shade structures is encouraged at all outdoor activities of The Cancer Council Queensland (a small number of portable shade structures and large umbrellas are available for hire from your regional Prevention and Early Detection Co-ordinator)
- All events run by Cancer Council Queensland should be SunSmart to the best of the organiser's abilities

- All outdoor activities co-ordinated by Cancer Council Queensland should, where possible, be scheduled to occur outside the hours of 10.00am to 3.00pm and appropriate shade should be sought and provided at all times

Smoke-Free Policy

- All events held by or on behalf of Cancer Council Queensland are to be smoke-free
- Smoking is not allowed in meetings, areas used by the public or education programs being run by Cancer Council Queensland
- While representing Cancer Council Queensland, you are encouraged not to smoke when involved in an activity run by Cancer Council Queensland

Responsible Service of Alcohol Policy

Alcohol consumption is known to contribute to the risk of cancer of the mouth, pharynx, larynx, oesophagus, liver and breast cancer in women. It is not just heavy drinking that increases cancer risk. Even drinking small amounts of alcohol increases the risk of these cancers, and risk increases with higher amounts of alcohol.

All representatives of Cancer Council Queensland have a responsibility not to be affected by alcohol or another drug (prescribed or illicit), to the extent that it impacts on work performance or safety of oneself or others.

It is accepted that the use of alcohol is a major part of Australian social life. This is not a prohibition policy, but it is the responsibility of the organiser to ensure that there is responsible service of alcohol at all functions held on behalf of Cancer Council Queensland in accordance with the guidelines below:

- Suitable non-alcoholic beverages should be served at all organised functions on behalf of Cancer Council Queensland. Whenever alcoholic beverages are present, non-alcoholic beverages are to be equally accessible
- No alcohol will be made available to or consumed by any individuals under age 18 or who appear to be intoxicated
- Cancer Council Queensland recommends no more than 2 standard drinks a day for men and no more than 1 standard drink a day for women

At externally organised events and functions where alcohol is served, all attendees should be informed of Cancer Council Queensland's recommendation regarding the responsible consumption of alcohol and encouraged to adhere to this. This could be achieved by making an announcement at the start of the function, just as Cancer Council Queensland's Smoke Free policy is announced.

It is accepted that there are functions over which Cancer Council Queensland has no input or control but may be the beneficiary. In this case it may not be feasible to always make the organisers aware of Cancer Council Queensland's alcohol consumption policy. However where possible and appropriate, the policy should be communicated to organisers of such functions.

Where possible, PA announcements should be made at all events held by Cancer Council Queensland to notify attendees of these policies and how they are relevant to the event.

Catering Guidelines for Events and Functions held by/for Cancer Council Queensland

These guidelines apply to all staff, volunteers, committee members, contractors and individuals while they are on CCQ property or representing CCQ. All individuals have a responsibility to provide healthy eating options where possible.

Selecting a Suitable Caterer

When contacting prospective caterers, explain our position on healthy eating and the need for appropriate foods to be served at Cancer Council Queensland functions and events

Food choices available at Cancer Council Queensland functions and events should **aim** for the following:

- Predominantly plant-based foods such as fruit, vegetables, wholegrain breads and cereals
- Moderate amounts of lean meat, skinless chicken, fish and reduced fat dairy products (e.g. reduced fat milk, cheeses and yoghurt)
- Use polyunsaturated and mono-unsaturated fats (e.g. olive oil and margarine) in the preparation of foods
- Preference for foods that are either fresh, steamed, stir-fried, lightly grilled, oven baked or poached. Where possible fried foods and heavily char-grilled foods should be kept to a minimum

Fundraising with food

Foods that are traditionally used as a fundraiser are often high sugar and high fat, and are considered unhealthy. To ensure consistency healthy fundraising options should be considered. Examples of healthy fundraising may include fruit and vegetable boxes, organic foods and juice bars.

Privacy and disclosure

Personal and/or sensitive information collected in confidence on behalf of The Cancer Council Queensland in support of its activities and service provision must be returned to the Brisbane office. Community fundraisers are not permitted to utilise the names collected on behalf of The Cancer Council for any additional activities, nor are they able to allow third parties access to this information. A copy of Cancer Council Queensland privacy policy can be accessed on our website at www.cancerqld.org.au

Questions?

- If you have any questions regarding any of the information provided in this booklet or want to talk to someone about a fundraising activity please contact your Regional Fundraising Coordinator on 1300 65 65 85