



## Fundraising Guidelines – Cancer Support Group Mallorca (CSG)

Thank you for choosing to support Cancer Support Group Mallorca! These guidelines are here to help ensure your fundraising event runs smoothly, legally, and in line with our values.

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### Before You Start

- Please complete and return the **Fundraising Proposal and Agreement Form** (available at [www.cancersupportmallorca.com](http://www.cancersupportmallorca.com) or via email: [info@cancersupportmallorca.com](mailto:info@cancersupportmallorca.com)).
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### After the Event

- Within **2 weeks**, please send:
    - Funds raised
    - Fundraiser Results Summary
    - Any remaining CSG marketing materials
    - Receipts of any expenses
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### Money Management

- You are responsible for managing all finances and complying with local laws. Keep clear records of income and expenses.
- Expenses must be reasonable (ideally under **30%** of funds raised) and fully documented.
- Use trusted platforms like [www.migranodearena.com](http://www.migranodearena.com) or **Just Giving**.

- CSG can issue donation receipts for approved events or refer donors to platform-issued receipts
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### Using CSG's Name & Logo

- All uses of our name/logo must be **approved**.
  - Your event should state clearly:  
"Funds raised will be donated to Cancer Support Group Mallorca"  
or  
"Proudly supporting Cancer Support Mallorca"
  - Please **submit all promotional materials** to CSG for approval before use.
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### Legal Requirements & Insurance

- You are responsible for all necessary **permits, insurance**, and ensuring **legal compliance**.
  - CSG does not provide public liability insurance.  
Events involving **extreme sports** or **motor racing** require proof of insurance.  
Fundraisers involving **minors** must ensure adult supervision and parental consent
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### What We Can & Can't Do

- CSG cannot coordinate your event, but we can:
    - Offer advice
    - Approve materials
    - Promote your event on our social media
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### Stay In Touch

Keep us updated throughout the planning process and let us know if you need help with promotion or have questions. We're here to support you!

 [info@cancersupportmallorca.com](mailto:info@cancersupportmallorca.com)

 [www.cancersupportmallorca.com](http://www.cancersupportmallorca.com)