
WELCOME

Thank you for your interest in hosting a fundraiser for Cancer Support Community Arizona (CSCAZ)! We both invite and gladly receive requests from individuals, organizations, groups, and corporations to hold fundraisers such as special events or donation drives on behalf of CSCAZ. Third Party/Community Fundraisers are valued at CSCAZ and are important partners for strengthening our mission to ensure ‘so that no one faces cancer alone.’

The first step to organizing a community fundraiser for CSCAZ is contacting our Mission Advancement Office at (602) 712-1006 or info@cscaz.org and they will provide you with the following:

- 1) Fundraiser Application: to complete and sign so we have accurate records of what your fundraiser is about.
- 2) CSCAZ Policy, Guidelines & Logo Standards: to help clarify what is expected from both parties and identify how we can use our name.
- 3) Wrap-Up Report: to send in with donation (s) after the event.

Regardless of the size or scope of your fundraiser, you must review our Community Fundraiser Guidelines and complete the Fundraiser Application prior to hosting your event. We are thrilled to be partnering with you!
THANK YOU!



FUNDRAISER APPROVAL

The Community Fundraiser Approval Form must be submitted to CSCAZ prior to your event for review to determine if your event is within CSCAZ's guidelines.

- ✓ Fundraisers must fit the mission and convey the appropriate image and message for CSCAZ and will be reviewed by the CSCAZ staff.
- ✓ CSCAZ cannot sponsor or endorse individuals, companies, groups, programs, products or services.
- ✓ The Fundraiser Host is responsible for obtaining any necessary permits and clearances required by the city or state.
- ✓ The Fundraiser Host must also obtain appropriate insurance coverage, if necessary. Please note that some permits may require up to 60-days prior to fundraiser for filing.
- ✓ The Fundraiser Host must seek approval from CSCAZ to repeat the fundraiser in each succeeding year.
- ✓ If circumstances warrant or CSCAZ is notified or becomes aware of practices incongruent with these guidelines or misaligned with our mission, CSCAZ may direct you to modify, cease or cancel the program.

FINANCIAL GUIDELINES

- ✓ Estimated expenses and anticipated revenue should be summarized by the Fundraiser Host on the Community Fundraiser Approval Form and submitted to CSCAZ before the event is formally approved. CSCAZ may review the expected gross revenue and compare to event expenses when considering fundraiser's fit with the organization.
- ✓ Fundraisers must be financially self-sustaining without contribution or financial risk to CSCAZ. CSCAZ does not offer funding or sponsorship to assist with fundraising efforts, thus money needed for expenses (space rental, deposits, permits, etc.) must be supplied by the Fundraiser Host.
- ✓ Fundraiser Host will be liable for all expenses. If expenses exceed revenue, CSCAZ will not be liable for any debt incurred.
- ✓ Fundraiser Host must state the terms of the donation from the event to CSCAZ staff (ie, 50% of ticket sales, 50% of net profit, one-time donation of \$1,000, or all proceeds). CSCAZ must receive all proceeds within thirty (30) business days of the conclusion of the fundraiser.
- ✓ Fundraisers must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events. The IRS requires that all tickets, invitations or entry forms state which portion of the contribution is tax-deductible and any portion that is considered not tax-deductible.
- ✓ A donation solicited on behalf of CSCAZ, whether an item or cash, is fully tax-deductible only when it is made directly and entirely to CSCAZ. CSCAZ will determine and verify what types of gifts can be considered tax-deductible prior to sponsor solicitation or promotion.

SPONSORSHIP

- Fundraiser Host agrees to coordinate and request permission from CSCAZ before soliciting individuals, organizations, businesses to avoid duplicate efforts.
- CSCAZ will not solicit sponsors for the fundraising event on host's behalf and will not provide donor or volunteer contact information.

PROMOTION & LOGO USAGE

- Use of CSCAZ's logo will be granted to events/promotions that can guarantee \$2,500 or greater in their donation. Use of Cancer Support Community Arizona's name may be used for events/promotions raising \$2,500 or less.
- Fundraiser Host is responsible for securing participation for the event. CSCAZ can support the event with a predetermined level of promotion through our monthly e-newsletter, social media and website, but promotion is solely at our discretion and is by no means implied with an approval of the event.
- CSCAZ does not release its mailing lists to third-party organizations. Upon approval from the CEO, CSCAZ may invite selected CSCAZ constituents to fundraising events at its discretion.
- When approaching businesses and corporation for in-kind and monetary support of your fundraising, please remember that many local organizations may already have a long-standing partnership with CSCAZ and may not wish to make additional donations. Be sure to contact CSCAZ to discuss your plans for sponsorship and monetary support prior to soliciting.
- Companies with public images that would have the potential to compromise the goodwill of CSCAZ or conflict with CSCAZ's mission, vision or values will not be considered as a community fundraising partner.
- Any and all promotional materials using the registered logo and name of Cancer Support Community Arizona or referencing its involvement must be submitted to CSCAZ for review and approval in advance of your event. (This includes invitations, posters, flyers, press releases, etc.) Allow five business days for approval.
- CSCAZ logos cannot be altered in any way and cannot be used in any other format other than to promote CSCAZ.
- Promotional materials must clearly state that your fundraiser is raising funds to benefit CSCAZ, and clearly state the terms of the donation to be made to CSCAZ. At its discretion, CSCAZ can post an event flyer on a CSCAZ bulletin board, but it is by no means guaranteed upon approval of event.
- CSCAZ cannot guarantee or secure media coverage. At its discretion, CSCAZ can choose to send out a press release about its participation in the event, but it is by no means guaranteed upon approval of event.

COMMUNITY FUNDRAISER APPLICATION

Before you begin a fundraiser, you must submit this application for approval to CSCAZ via mail or email. CSCAZ's Mission Advancement office will contact you within one-week to discuss. If you have any questions, please contact us at (602) 712-1006 or info@cscaz.org to speak with a member of our Mission Advancement team.

Today's Date: _____

Company/Group/Organization: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____ Email: _____

Company/Group/Organization Website: _____

Have you held a fundraiser for CSCAZ before? If so, when and what type?: _____

GENERAL DETAILS

Name of Fundraiser: _____

Start Date/Time: _____ End Date/Time: _____

Location of Fundraiser (include address, if applicable): _____

Is this Fundraiser: Open to the Public By Invitation Only

Description of Fundraiser: _____

-PAGE 4-

PROMOTION DETAILS

Will the CSCAZ logo be requested for promotion purposes? () YES or () NO

If so, in what way? Please read Logo and Promotion Guidelines. *(Use of the CSCAZ logo will be granted to events/promotions that can guarantee \$2,500 or greater in their donation. Use of Cancer Support Community Arizona's name may be used for events/promotions raising less than \$2,500.)* _____

How will you publicize your fundraiser? (press releases, flyers, radio/TV, print ads, websites): _____

Please list how you would like CSCAZ to participate in the event. (ie. Staff attendance, volunteers, provide brochures or CSCAZ video): _____

FINANCIAL DETAILS

If applicable, please list: (1) any sponsors or potential sponsors for this fundraiser and/or (2) other beneficiaries:

What is your gross anticipated revenue for your fundraiser? _____

What is your anticipated net proceeds (Gross revenue minus expenses)? _____

Describe how funds will be raised and the terms of your donation to CSCAZ (ie. 100% of event proceeds, 75% of ticket sales, 100% of auction proceeds.): _____

-PAGE 5-

AGREEMENT

I, _____, agree on behalf of the organization/group/company I represent that if the fundraiser I wish to coordinate is approved by Cancer Support Community Arizona, I understand and agree to abide by the Community Fundraiser Policies & Guidelines, a copy of which has been provided to the organization group by Cancer Support Community Arizona. I also agree that the funds raised from the activity will be remitted to Cancer Support Community Arizona within thirty (30) days of the fundraiser or within alternative terms mutually agreed upon.

THE HOST OF THIS FUNDRAISER ASSUMES ALL RISK AND LIABILITIES ASSOCIATED WITH THE FUNDRAISER AND HEREBY RELEASES AND HOLDS HARMLESS CANCER SUPPORT COMMUNITY ARIZONA AND THEIR DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, SUCCESSORS, AND ASSIGNS FROM AGAINST ANY AND ALL CLAIMS, DAMAGES, LIABILITIES, COSTS AND EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, ARISING OUT OF OR WHICH MAY OCCUR IN CONJUNCTION WITH THE FUNDRAISER, INCLUDING WITHOUT LIMITATION, ANY PERSONAL INJURIES OR DAMAGE TO PROPERTY WHICH MAY OCCUR IN CONJUNCTION WITH THE FUNDRAISER.

X _____
Fundraiser Representation Signature

X _____
Cancer Support Community Arizona Representative

Date

Date

-PAGE 6-