



ChildrensCancerFund.com

Community Events Application and Guidelines

Children's Cancer Fund (CCF) was founded in 1982 by a coalition of parents whose children were receiving cancer therapy at Children's Medical Center. CCF is one of the nation's leading fundraising groups in supporting local research toward treatment and prevention of childhood cancers.

At CCF, we encourage and welcome community members to take an active role in supporting our organization and our mission. We ask that you read and adhere to the guidelines set forth for organizing your fundraiser.

Guidelines:

- CCF must approve in advance any community event and fund raising for our organization.
- Must be the sole beneficiary of net proceeds.
- The Children's Cancer Fund logo may not be altered in typeface, color or configuration. CCF must approve the use of our logo in advance of its reproduction, printing or disbursement.
- In naming the event, Children's Cancer Fund should not be used in the title, but instead listed as the beneficiary.
- Your organization may not state or imply that it is an agent, subsidiary, or partner or that it holds any other business relationship with CCF.
- The sponsoring organization must submit event proceeds to CCF within 60 days of the scheduled event.
- CCF is authorized to have complete access to all fund-raising activities and is authorized to audit records at completion of the fund raiser. Under no circumstances may an individual keep any portion of the proceeds as profit or compensation for organizing the event.

How CCF can help support your efforts:

- Offer advice on your event
- Provide and approve the use of the Children's Cancer Fund name and/or logo.
- A representative of CCF can attend events and/or check presentations, as schedules allow
- Provide marketing materials and brochures for event day, as available

How you can help CCF:

We appreciate your gifts of time and talent to help enhance our efforts. With limited staff and resources, we cannot provide support for all fundraising activities.

Unfortunately, we cannot:

- Provide a mailing list of donors, sponsors, vendors, past supporters or volunteers.
- Solicit sponsorship revenue, auction items, or prizes on behalf of your fundraising event.
- Distribute event fliers, posters or other promotional materials.
- Provide the CCF tax exemption number.
- Assume responsibility for promoting, publicizing, or selling tickets to your event.
- Offer funding or reimbursement for expenses.
- Guarantee staff or volunteer attendance at your event.

**Children's Cancer Fund
Community Event Application**

Thank you for your interest in supporting CCF! Before you hold or publicize your event, you must submit the application to CCF for approval. Please email the completed application to: info@childrenscancerfund.com. If you have questions, please call the CCF office: 972-664-1450.

Name of Group/Organization Planning Event: _____

Briefly describe your organization/company: _____

Is the organization: _____ nonprofit _____ for profit

Contact Name and Title: _____

Mailing Address: _____

Email Address: _____

Phone: _____ Fax: _____

Name of Proposed Event: _____

Date and Time of Event: _____

Location of Event: _____

Address of Event: _____

Is the Event: _____ open to the public _____ by invitation only

Ticket Price (if applicable): _____ Projected Attendance: _____

Has this event taken place before: _____ yes _____ no

Are there any other beneficiaries besides CCF? _____ yes _____ no

If so, which organization(s)? _____

Briefly describe your event and how funds will be raised (e.g. ticket sales, pledges, sponsorship, auction, raffle, etc.) _____

How will the event be publicized? _____

Net revenue expected to donate to CCF (if applicable)? _____

The organization sponsoring the event assumes all risks and liabilities associated with the event and hereby releases and hold harmless Children's Cancer Fund and its employees, agents and officers. Children's Cancer Fund's participation as a beneficiary in no way implies a business agreement with any sponsors or committee members.

I agree on behalf of the organization that I represent that CCF will receive all revenues from the event within 60 days of the event or within alternative terms mutually agreed upon. I agree that all printed materials and publicity for the event must be approved by CCF prior to being released. I agree to abide by the CCF community event guidelines and policies.

Signature: _____ Date: _____

Printed Name: _____