



Dear Partner in Fighting Cancer,

Thank you for considering Illinois CancerCare Foundation (the “Foundation”) as a beneficiary of your fundraising activities. These types of events help the Foundation raise significant charitable funds each year and we are grateful for your support of the Foundation’s mission to “make an impact in the lives of cancer patients in our community, while paving the way to a cure”.

The Foundation benefits from many types of third-party events and promotions. Selecting an event that interests you and that you have a passion for will make the planning process enjoyable. All events are open for individual creativity.

This packet contains the following information:

1. A copy of the Foundation’s Policies and Procedures for Third-Party Fundraisers. Please review these policies and procedures carefully. Upon approval of your event application, the Policies and Procedures become part of your agreement with the Foundation and you will be responsible for complying with them.
2. A Third-Party Fundraiser Application. This form should be completed, signed by an authorized representative of your group or organization and returned to the Foundation as soon as possible.

Proceeds from your event will go towards the Illinois CancerCare Foundation General Fund, making it possible for the Foundation to achieve its core missions:

Clinical Cancer Research Trials –patients are able to locally participate in national clinical trials where promising new treatments are offered in a patient-focused setting where they can be surrounded by family and friends.

Cancer Education – more people will receive information about the importance of clinical trials and early detection and cancer screening in achieving improved patient outcomes.

Patient Support – – cancer patients will continue to receive support and comfort care during their cancer treatment.

As a final note, although the Foundation actively encourages third-party fundraising events, all events must be approved in advance. The Foundation maintains the right to decline events. This is an important safeguard in preserving the integrity of the name and reputation of the Illinois CancerCare Foundation, as well as our commitment to donors.

We appreciate your interest in fundraising for the Foundation, and we look forward to working with you! If you have questions about the details of a particular event, or have any suggestions for fundraisers, please contact us at info@illinoiscancer.com or (309)243-3320.

Thank you!
Janet Varnes, Executive Director



Policies and Procedures for Third-Party Fundraisers

Thank you for your interest in raising funds for the Illinois CancerCare Foundation. We are extremely grateful to have your support of our mission of service to patients and their families.

As a charitable organization the Foundation has a fiscal responsibility to ensure that its name is being used properly, that funds are being handled and accounted for in a responsible manner, and that fund-raising is being conducted in a manner that is consistent with its mission and public image. To preserve the Foundation's integrity, it has a duty to establish and monitor its directly sponsored fundraising activities, as well as those fundraising activities conducted by others for its benefit. In order to manage expectations for fundraising activities conducted by others on behalf of the Foundation, the following policies and procedures are set forth to help you and assist us in learning about your event plans.

If you are interested in moving forward in planning an event to support the Illinois CancerCare Foundation, you should submit a completed "Third Party Event Proposal Form" at least 6 to 8 weeks before the event. Each proposal will be carefully evaluated for adequate planning and appropriateness consistent with the Foundation's mission.

Below you will find helpful information that will hopefully eliminate any misunderstanding, miscommunications, and disappointments. We hope this information will lead to a well planned and well attended event.

THANK YOU FOR YOUR SUPPORT!!!

How Illinois CancerCare Foundation Can Help Support You

1. Offer event planning expertise and advice.
2. Provide templates for event timetables and action plans to aid you in structuring, marketing and meeting event deadlines.
3. Provide pre-addressed envelopes to make it easier for people to send in donations.
4. List your event on the Foundation's "Upcoming Events" page on our website, as well as link your event website or Facebook page to our website.
5. Allow people to make contributions through the Foundation's website that will be automatically credited to your event.
6. Acknowledge your direct contributions to Illinois CancerCare Foundation.
7. Approve the use of the Illinois CancerCare Foundation logo for your event.
8. Provide a letter of support to validate the authenticity of the event and its organizers.
9. Provide existing materials for your event such as brochures, fact sheets, giveaways, and videos (limited quantities available).
10. Acknowledge your event by publishing the details, such as event name, event description, locations and contact information.
11. Based upon availability and scheduling in advance, offer a Foundation representative to attend your event and/or reception to receive proceeds and/or make remarks.



General Information

1. A third party fundraising event is any activity by a non-affiliated group or individual, where Illinois CancerCare Foundation has no fiduciary responsibility and little to no staff involvement. These events are hosted by an outside party who wishes to hold a promotion, event, or sale to benefit Illinois CancerCare Foundation.
2. All third-party fundraising events for Illinois CancerCare Foundation require written permission from the Foundation in advance.
3. Do to the high volume of third party requests, unfortunately, we cannot personally participate in each event, but will provide informational materials about the Foundation and assist in promotional efforts (when applicable).
4. Illinois CancerCare Foundation reserves the right to deny any application for a special event/fundraising program that does not appropriately reflect the mission of the organization.
5. Illinois CancerCare Foundation must be notified if another organization will benefit from the event.
6. If a third-party event is approved, the group/organization will receive a letter of authorization from Illinois CancerCare Foundation to validate the authenticity of the event and its organizers. Approval status will remain in effect for 12 months from the date of the letter authorization so long as the activity is consistent with what has been approved. After 12 months have expired, organizers must reapply using this same process.
7. Illinois CancerCare Foundation reserves the right to refuse funds raised from a third-party event should the event be deemed to have violated any applicable state, federal or local laws, Foundation policy, or be found to be in direct conflict with the Foundation mission.
8. Exceptions to the Policies and Procedures for Third-Party Fundraisers may be approved by the Illinois CancerCare Foundation at its sole discretion.

Illinois CancerCare Foundation will not approve:

1. Events that request/require financing from the Foundation.
2. Events that involve a professional fundraiser, telemarketer and/or involves an agreement to raise funds on a commission, bonus or percentage basis.
3. Events that may compete or conflict with an already established or scheduled event to benefit the Foundation.
4. Events that fail to comply with any municipal, county, state and/or federal law.
5. Events that discriminate against any person or group based on gender, race, class, economic status, ethnicity, sexual orientation, age disability and cultural/religious backgrounds.

IRS/Governmental Regulations

1. Event organizers must comply with all federal, state and/or municipal charitable solicitations statutes and/or ordinances which may apply to your event. You also agree to carry out your event in accordance with the Fundraising Requirements included in the Solicitation for Charity Act (225 ILCS 460/15). IRS regulations governing charitable deductions are quite specific; information can be found at www.irs.gov/charities
2. Illinois CancerCare Foundation cannot extend its sales tax exemption (on purchases) to any third-party event or fundraising effort.



3. Event organizers agree that they will not use the Foundation's tax exemption in any manner or as part the promotion of your event, nor will you represent to the public that you enjoy any tax exempt rights or privileges as a result of your role in the event (unless you have separate tax exempt status), nor will you state that any portion of the purchase price for any goods or services at the event is tax deductible for charitable purposes.
4. All tax-receipting issues must be agreed upon and documented before the Foundation's approval is given.
5. Only those donations that are made on-line or sent directly to the Illinois CancerCare Foundation will be receipted and acknowledged individually. The following information is required for the Foundation to properly process a tax receipt:
 - a. Donor's Name
 - b. Donor's Address (including postal code)
 - c. Donor's Telephone Number (including area code)
 - d. Amount of Donation
 - e. Method of Payment
6. If event donors send their contributions directly to the Foundation, you must inform the Foundation of the value of any goods or services the donor received in return for the contribution.
7. If you are currently with an organization that has 501(c)3 status, Illinois CancerCare Foundation cannot provide donors with a charitable-tax receipt when they make donations payable to your organization. If Illinois CancerCare Foundation is the only beneficiary of your fundraiser we will be happy to provide donors with a thank-you letter specific to your event rather than a tax receipt. Please send an excel spreadsheet with your donors' complete contact information.
8. The Foundation will issue tax receipts for in-kind donations or event sponsorship agreements if you provide complete information for all applicable donors.
9. Due to federal regulations and Illinois CancerCare Foundation policy, the Foundation is unable to:
 - a. Provide our tax exemption number
 - b. Offer funding or reimbursement of expenses
 - c. Share mailing lists of donors, corporate sponsors, employees, physicians, volunteers, patients, board members or vendors
 - d. Provide Foundation stationary
 - e. Guarantee attendance of Foundation staff or volunteers at the event

Legal Information/Indemnity

1. In certain circumstances, the Foundation may require you to obtain liability insurance and/or waivers of liability for event participants. When obtaining necessary insurance, please provide the Foundation with adequate proof of insurance
2. The Foundation will not assume any legal or financial liability associated with your event, nor will we indemnify you or any party involved in your event for any damage, expense, or other costs arising or in any manner related to your event.
3. Illinois CancerCare Foundation and all related entities are not liable for any injuries sustained by event volunteers or participants related to your event and cannot assume any type of liability for your event.
4. No contracts or service agreements should be signed before event approval is granted. Illinois CancerCare Foundation reserves the right to review all related contracts and agreements.



Financial Information

1. In order to provide your donors with important information concerning their contribution, we ask that all promotional materials clearly state the percentage of proceeds (from gross or net proceeds) and/or the portion of the ticket price that will benefit Illinois CancerCare Foundation.
2. Event organizers are responsible for payment of all event expenses. We recommend you limit your event expenses to no more than 50% of the total raised by the event. If event expenses are greater than the money raised, you are responsible for paying those expenses. The Foundation will not provide funding or reimbursement of expenses.
3. If the Illinois CancerCare Foundation is designated or portrayed to the public as sole beneficiary, it should receive 100% of the net proceeds.
4. You may not keep any portion of the proceeds as profit or compensation for organizing the event.
5. Because the Foundation is not sponsoring your event, we cannot allow event revenues and expenses flow through the Foundation's books. Only the net amount (final net proceeds from event) should be processed by the Foundation. Similarly, you cannot set up a temporary bank account in the Foundation's name. Proceeds should be sent to the Foundation no later than 45 days following the event and should be mailed to Illinois CancerCare Foundation, Attention: Executive Director, 8940 N Wood Sage Road, Peoria, Illinois 61525.
6. The Foundation should receive a complete accounting of all funds collected and expenses related to the event within three weeks following the event. Because of our responsibility as the recipient of community assets, we reserve the right to inspect all event financial records if a question is raised about the event's proceeds.
7. The Foundation may receive funds from other similar promotions. Our acceptance of your application creates no exclusive rights for you.
8. Because state and local governments control all charitable gaming activities, if your event includes a bingo, raffle, 50/50 drawing, other games of chance, and/or casino type games and activities, the proper permit/license from state or local government offices must be secured and all rules and regulations pertaining to such gaming activity must be abided by. Use of the Foundation's raffle license for third party fundraising events will be reviewed on a case by case basis for appropriateness.
9. The Foundation will not take out liquor licenses for third-party events.

Promotion, Language and Logo Usage

1. Illinois CancerCare Foundation must review and approve all promotional materials (including press releases, public service and media announcements, advertising, letters, scripts, posters, brochures, etc.) prior to production or distribution.
2. The Illinois CancerCare Foundation logo cannot legally be reproduced without written permission. When approved, the official logo, should be appropriately used for your event and may not be altered in any way. Any use of the logo must adhere to established graphic standards which we will provide.
3. Any promotional materials must clearly state that your event is raising funds that will benefit Illinois CancerCare Foundation, as well as properly characterize the use of the donation, for example: **Proceeds benefit the general fund of the Illinois CancerCare Foundation.**
4. Events should complement the mission and image of Illinois CancerCare Foundation. Companies that conflict with the mission or values of Illinois CancerCare Foundation may not be sponsors.
5. Your organization cannot state or imply that it is an agent, subsidiary, or partner or that it holds any other business relationship with the Foundation or Illinois CancerCare, PC.



6. Events must be promoted and conducted in a manner to avoid statement or appearance of Illinois CancerCare Foundation and/or Illinois CancerCare, P.C. endorsing any product, firm, organization, individual or service.
7. Illinois CancerCare Foundation can promote the event, when appropriate, through:
 - a. Illinois CancerCare Foundation Web site (with a link to the event/organization Web site, if appropriate)
 - b. Illinois CancerCare, P.C. intranet, where appropriate.
 - c. Illinois CancerCare, P.C. patient newsletter, where appropriate.
 - d. Other social media such as Facebook.
8. The Foundation is happy to provide brochures, pamphlets and other informational materials, promoting and explaining Illinois CancerCare Foundation goals and accomplishments. Please let us know your needs in this area as soon as possible so we can try to have sufficient quantities for your event.
9. Publicity for your event may not imply that the event is sponsored or co-sponsored by the Foundation and/or Illinois CancerCare or that Illinois CancerCare Foundation is involved but as the beneficiary. For example, you should not call an event "The Illinois CancerCare Foundation Walk-a-Thon." Your event should be promoted as the "Walk-a-thon to benefit the Illinois CancerCare Foundation."

Event Approval

1. Applications must be completed and submitted to the Foundation no less than 6 to 8 weeks prior to the proposed fundraising event. Approval for the event is specific to dates listed on your event application. If you would like to repeat the event, you must submit a new application.
2. The Foundation must be notified in writing if there are any significant changes to the event once it has been approved. If circumstances warrant, the Foundation may at any time discontinue affiliation with the event or make the recommendation that you cancel the event. In canceling the event, you agree to release Illinois CancerCare, PC, the Foundation and its officers, directors and employees from any and all liability in connection with any such action.
3. We have made a commitment to our staff and donors that we do not sell or provide others with our donor and staff mailing lists.
4. We reserve the right to observe your event.

Event Sponsorships

1. Illinois CancerCare Foundation cannot solicit sponsors (cash or in-kind) for your fund-raising event and will not provide any donor contact information.
2. In-kind sponsors should be acknowledged by the individual, group or organization hosting the fund-raising event.
3. The value of in-kind donations from sponsors should not be included in your total event revenue, however, they should be noted in an addendum to your final budget.
4. In order to better coordinate fundraising activities, we ask that you provide us with a list of targeted sponsors and auction/raffle item donors for your event, before they are approached. Please remember that many individuals and businesses already support Illinois CancerCare Foundation and may not wish to make additional donations.



Third-Party Fundraiser Application

EVENT ORGANIZER INFORMATION

Name of Group/Organization Planning Event:

Today's Date:

Is your organization a non-profit (501c3)?
 Yes No

Name of individual(s) in charge of event:

Mailing Address:

City:

State:

ZIP Code:

Telephone:

Email:

Fax:

EVENT INFORMATION

Name of Event:

Event Is: Open to Public Invitation Only

Event Date:

Projected Attendance:

Is this, or will this be an annual event
 benefitting Illinois CancerCare Foundation?
 Yes No TBD

Would you like to have someone from the Illinois
 CancerCare Foundation present at your event:
 Yes No

Event Ticket Price (if applicable):

Are there other beneficiaries of this event:
 Yes No
 If yes, please list additional beneficiaries:

Percentage of proceeds to be given to Illinois
 CancerCare Foundation:

Does the event require a permit?*

 Yes No

Does the event require insurance?*:
 Yes No

*If you answered yes to either/both of the previous
 questions, please include a copy of the document(s)
 two weeks prior to event.

Fully describe the event and the fundraising components you will employ to achieve success (ticket sales, table sales, raffle, live/silent auction, sponsors, pledges, merchandise sales, cash donations, in-kind donations, etc.) You may include an attachment if you require additional space.

PUBLICITY PLAN

(All materials must be reviewed and approved in advance by the Illinois CancerCare Foundation)

Press Releases: Yes No
 If yes, please attach contact information.

Flyers: Yes No
 If yes, please attach where to distribute them.

Public Service Announcements: Yes No
 If yes, to be sent to:

Other:

Will you have an event website: Yes No If yes, website address:



Third-Party Fundraiser Application

FINANCIAL OVERVIEW

Budget Estimate (organization/individual not liable for amount listed)

REVENUE:	EXPENSES:
Registration: \$ _____ Sponsorships: \$ _____ Donations: \$ _____ Auction: \$ _____ Raffle: \$ _____ Other: \$ _____ Other: \$ _____ Other: \$ _____	Food/Beverage: \$ _____ Entertainment: \$ _____ Permit/Insurance Fees: \$ _____ Location: \$ _____ Printing/Advertising: \$ _____ Prizes: \$ _____ Supplies: \$ _____ Other: \$ _____
TOTAL PROJECTED REVENUE \$ _____	TOTAL PROJECTED EXPENSES \$ _____

TOTAL PROJECTED REVENUE \$ _____
 Minus
TOTAL PROJECTED EXPENSES \$ _____
 equal
PROJECTED DONATION \$ _____

I plan to submit the funds by: Mail Personal Delivery Other (please specify):

Please indicate the date the funds can be expected by the Foundation:
 (Funds must be received within 45 days of conclusion of the event)

I specifically agree to all the terms and conditions contained in the "Policies and Procedures for Third-Party Fundraisers" attached to and made a part of this application.

I understand that my event is not considered an approved event until written approval of my application is received from the Illinois CancerCare Foundation. No amendment, modification or waiver of any of the terms and conditions contained in this document and the "Policies and Procedures for Third-Party Fundraisers" shall be valid unless in writing.

At no time will the Foundation, or any representative of the Foundation, be responsible for the cost, planning, or staffing of my event, nor will they be liable for personal injuries or damages to property which may occur during my event. I agree to indemnify and hold harmless Illinois CancerCare Foundation, Illinois CancerCare, P.C. and their employees, agents and representatives, from any and every claim, demand, suit and payment related to or caused by my event.

Event Organizer's Signature: _____

Date: _____

Application Instructions: Please complete and send the complete form to:

info@illinoiscancer.com

or

Illinois CancerCare Foundation
 Attn: Executive Director
 8940 N Wood Sage Road
 Peoria, Illinois 61615

or

Fax: (309) 243-3263

**Please allow 5-7 business days
for a response.**

SECTION BELOW TO BE COMPLETED BY ILLINOIS CANCERCARE FOUNDATION STAFF

Based on a review of all the above information (Including the grant Inquiry documents provided), it is reasonable to presume that this organization is capable of using the funds granted for the charitable purposes noted above.

Authorized by:

Janet M. Varnes

Executive Director

Date: _____

