



Host an Event Guidelines

For purposes of these policies and procedures, “you” or “your” means the organization, group or individual sponsoring or holding the event. “Foundation” means the Prevent Cancer Foundation. You shall not state or imply that you are an agent, subsidiary, partner or hold any other business relationship or association with the Foundation.

Promotion and Logo Usage

1. The name and official logo of the Foundation are registered trademarks owned solely by the Prevent Cancer Foundation. You may not display or use the Foundation logo, or any of our other trademarks, without written permission from the Foundation. If you are granted permission to use any Foundation logos or trademarks, the Foundation’s style guidelines must be strictly followed at all times. A copy of the guidelines will be provided for your reference.
2. The Foundation name and logo must be used in a manner consistent with the positive and professional image of the organization. The Foundation must review and approve all promotional and printed materials prior to publication or distribution for the event.
3. Fundraiser print and promotional materials must clearly state the degree to which the Foundation will benefit from the fundraiser. For example: “All Proceeds of this fundraiser will be donated to the Prevent Cancer Foundation.” or “Percentage (state percentage) of the proceeds or sale price will be donated to the Prevent Cancer Foundation.”

Event Approval

4. The “Host an Event” agreement must be completed and returned to the Foundation no later than 30 days prior to the event. Please allow at least 5 business days for the Foundation to review and respond to your proposal.
5. Your event must comply with all local, state and federal laws, including without limitation, local laws regarding event hosting or laws regarding charitable fundraising.
6. You are solely responsible for the planning and execution of the event, including set-up, promotion and staffing. The Foundation is not responsible for any financial losses or production costs incurred in conjunction with the fundraiser.
7. The Foundation will provide you with educational materials and signage when appropriate upon request. While we will do our best to provide all resources requested for your event, please understand Foundation staff may not be available to attend the event or check presentations.

Sponsorships

8. The Foundation has made a commitment to our donors, partners, staff and volunteers regarding any personal contact information. The Foundation cannot sell or provide you with any personal or contact information from any donor, partner, staff member or volunteer. Nor can the Foundation provide assistance in soliciting sponsors for your fundraising event.
9. You may not use the Foundation's tax exempt status or non-profit status in conjunction with the event. However, the Foundation can provide an authorization letter confirming your intent to raise funds for the Foundation. Please note: this letter is not authorized to be used as a tax receipt.

Insurance and Liability

10. The Foundation will not be a party to any liability coverage and accepts no legal responsibility, and cannot be held liable for any damage, risk or injury in connection with your fundraiser. You agree to defend, indemnify and hold harmless the Foundation, its directors, employees and volunteers from any and all claims and liabilities relating to the event.
11. You agree that nothing in this document creates, or is evidence of a partnership, joint venture or any other fiduciary relationship between you and the Foundation. You have the sole authority, the ability to control, and are wholly responsible for the event.
12. The Foundation's name and nonprofit status may not be used to secure licenses or permits for your fundraising event.

Financial Guidelines

13. The Foundation will not be responsible for payment of any expenses or promotion of the event. Similarly, you may not set up any bank accounts in the Foundation's name.
14. The Foundation requests that all proceeds are sent within 30 days of the event.

Tax Deduction/ Donor Acknowledgement

15. The Foundation is a charitable organization as defined by the Internal Revenue Code Section 501(c)3. Contributions to the Foundation qualify for the maximum charitable contribution deduction under the Internal Revenue Code. The Foundation can only send a tax-deductible receipt to donors who make payment directly to the Foundation. If your donor requests a receipt, please be sure the check is made payable to "The Prevent Cancer Foundation" with a notation about your event. Online donations processed through the Foundation's www.youcanpreventcancer.org page will receive a tax receipt as well as any donation that comes through the Foundation's main website donation page.
16. The Foundation reserves the right to terminate this agreement with you at any time.