

Let's Get Started

Thank you for your interest in raising funds for Cancer Pathways Midwest—your local Cancer Support Resource!

Let's get started planning, promoting and hosting your event.

Here are some things to remember:

- Review the Cancer Pathways Midwest Third Party Event Guidelines included in this packet. Sign and submit the Agreement to christin@cancerpathwaysmidwest.org.
- Assemble your planning group and establish goals, identify your audience and create a budget.
- Save the Cancer Pathways Midwest event flyer template, social media image and approved logo for your use.
- Set up personal fundraising pages to raise more funds.
- Promote, promote, promote!
- Plan how you are going to thank your participants.
- Enjoy your event!
- Thank everyone for attending.
- Submit your donation in person at the Clubhouse or mail it to:

Cancer Pathways Midwest
5740 Vogel Road
Evansville, IN 47715

Thank you for your support of Cancer Pathways Midwest!

Third Party Guidelines

Cancer Pathways Midwest reserves the right to decline any application for a fundraising program that does not appropriately reflect the mission and values of Cancer Pathways Midwest as well as those that could potentially damage the Cancer Pathways Midwest reputation or any that require financing from the organization. Fundraising events must also comply with all relevant state and federal laws. Although the staff of Cancer Pathways Midwest is able to provide guidance, we are not involved in the organizational or administrative aspects of a Third Party event.

Cancer Pathways Midwest Name and Logo Usage:

- Cancer Pathways Midwest must review and approve all promotional materials that include the Cancer Pathways Midwest logo or name (including press releases, public service announcements, scripts, posters, brochures, etc.) before they are used or made public.
- The official logo will be provided and must not be altered in any way.

Event Promotion:

- For privacy purposes, Cancer Pathways Midwest does not provide its mailing list to Third Party organizations.
- Promotion may be provided through Cancer Pathways Midwest's website, newsletters, and/or social media, if and when appropriate.

Event Expenses:

- Cancer Pathways Midwest does not advance monies for Third Party events nor pay any event-related expenses.
- Event expenses must be paid in full before proceeds are given to Cancer Pathways Midwest. If expenses are greater than proceeds, the Third Party is responsible for payment of those expenses.

Invitation Language:

- If event expenses (i.e. meal cost, greens fees) are taken out of the event revenue, promotional materials must read:
"a portion of the proceeds benefit Cancer Pathways Midwest."

Third Party Guidelines

Soliciting sponsorships:

- Cancer Pathways Midwest will not solicit sponsors for your fundraising event and cannot provide any donor or member contact information.
 - Please provide a list of all potential sponsorship contacts (including in-kind donors) in advance, so we can provide you with information regarding the relationship a company has to Cancer Pathways Midwest.
- Individual checks from attendees or a check from the Third Party for the proceeds from the event must be sent to Cancer Pathways Midwest within 30 days of the last day of the event.

Determining Tax Deduction:

- Cancer Pathways Midwest can only provide tax receipts to Third Party event donors if their individual checks are written to Cancer Pathways Midwest.
- Only the amount that is over and above what is received in goods and services from the donation may be tax deductible. For example, if an individual writes a check for \$100 made payable to Cancer Pathways Midwest and event expenses are \$20/person, the amount of potential tax deduction is \$80.
- If only one check is written from the Third Party to Cancer Pathways Midwest for the proceeds from the event, individual tax receipts will not be sent to donors. Only the lump sum check will be acknowledged and will not be eligible for a potential tax deduction.

In-kind donation (tangible goods):

- In-kind donations are donations of a product or service, such as printing or auction item(s).
- Cancer Pathways Midwest will not solicit in-kind donations for Third Party events.
- The value of in-kind donations should not be included in your total event revenue.

Cancellation, Liability & Changes:

- Cancer Pathways Midwest reserves the right to direct a Third Party to cancel an event at any time. If so directed, the Third Party agrees to release Cancer Pathways Midwest from any and all liability and connection to such action.
- All changes to your fundraising event that differ from your original Third Party Event Proposal must be reported to Cancer Pathways Midwest for approval.

Agreement

_____ (Third Party) agree that Cancer Pathways Midwest, Inc. will in no case be responsible for any loss or damage related in any way to the Third Party fundraising event, regardless of how much loss, damage or injury is occasioned.

_____ (Third Party) will indemnify and hold harmless Cancer Pathways Midwest, Inc. (including Cancer Pathways Midwest, Inc.'s employees, officers, and board members) from any and all claims and suits asserted by anyone as a result of any loss, damage, or injury to any person or property related in any way to the fundraising event. This duty to indemnify and hold harmless includes any claim or suit asserted due to the negligence of Cancer Pathways Midwest, Inc. (including Cancer Pathways Midwest, Inc.'s employees, officers, and board members).

_____ (Third Party) grants full permission to Cancer Pathways Midwest, Inc. and/or agents authorized by them, to use any photographs, videotapes, motion pictures, recordings or anything pertaining to the event for any legitimate purpose.

_____ (Third Party) agrees to abide by the Cancer Pathways Midwest, Inc. Third Party Event rules and that a copy of said rules have been made available to it.

Agreement Signature of Group Representative & Name of Group

Date

Signature of CPM Representative

Date