



American Association for Cancer Research (AACR) Foundation Proposal for Independent Fundraising Events

Thank you for considering the American Association for Cancer Research Foundation as the recipient of your upcoming charity event. We are extremely grateful to the many individuals and organizations who wish to organize events to support research and programs to help prevent and cure cancer. However, only those events which meet specific criteria and legitimately and genuinely benefit the AACR will be approved. Each event will be reviewed on a case by case basis.

All inquiries for an Independent Fundraising Event should be directed to the Special Events Coordinator for Development at AACR's Foundation for review. Assuming the event is approved, a signed letter of understanding should be in place prior to any scheduled event. Organizers of an event should not make public announcements or promote the event until they receive approval from the AACR for the event.

Once approval is received and a letter of understanding is signed, the Event organizers are permitted to use the AACR logo to promote the event. The logo will be supplied by the AACR to ensure it is used correctly.

Definition of an Independent Fundraising Event

An event or promotion organized, developed and executed by a non-affiliated individual, business or organization where the AACR has no fiduciary responsibility and little or no staff involvement; the net proceeds of which shall be delivered to the AACR. See box for examples.

Corporate events	Family or individual organizers
Event revenue required to cover expenses	Organizers cover expenses
Organizers are providing or arranging transportation	Participants are self-transporting
Organizers entering into contracts for services	Organizers may not need to enter into contracts for services
Organizers seeking corporate sponsorship in excess of \$1000	Organizers seek sponsorships below \$1000 or do not seek sponsorships
The event or program will be marketed to the public as a benefit to the AACR	The event or program will be marketed to the public as a benefit to the AACR
The event may require insurance coverage	The event does require insurance coverage
<i>Examples:</i> Concerts, Youth Sports Tournaments, Retail Sales/Promotions, Third Party Special Events (Walks, Rides, Runs, Gala, etc.)	<i>Examples:</i> Garage Sales, Car Washes, Private Party for Guests Invited by Organizer or Host, Individual events at local establishments, etc..

Event Inquires & Event Proposals

All inquiries for an Independent Fundraising Event should be directed to the Special Events Coordinator for Development at the AACR Foundation for review. The AACR determines whether or not an event meets approval for the AACR to be the beneficiary. A signed Agreement should be submitted prior to a scheduled event. Organizers should not make public announcements or promote the event until they receive approval from the AACR for the event.

AACR Independent Fundraising Activity Proposal

Name of person/group organizing fundraiser: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact person: _____

Phone: (day) _____ (evening) _____ (cell) _____

Fax: _____ Email: _____

Date/Time of event/promotion: _____ Location: _____

Description of event/promotion: _____

Has the event/promotion been done before? ____ Yes ____ No If Yes, when: _____

What was the net donation to the beneficiary charitable organization? \$ _____

Describe how the event/promotion will be publicized: _____

Estimate number attendees/participants/sales: _____

List all sponsors of event (if applicable): _____

How much of the estimated proceeds will be contributed to AACR: _____ %

Submit this Proposal to Development at: Email: volunteer@aacr.org

Or Mail to: AACR, 615 Chestnut Street, 17th Floor, Philadelphia, PA 19106

Please call with any questions 215-446-6899