

FUNDRAISING EVENTS GUIDELINE

The mission of Breast Cancer Action is to carry the voices of those affected by breast cancer to inspire and compel the changes necessary to end the epidemic.

Breast Cancer Action is grateful for the support of community organizations, businesses, and individuals through special event fundraisers. In order to facilitate the event process, and help sponsoring groups or individuals to be successful, we request the following procedures to be followed:

1. Individuals or groups who wish to hold fundraising events to benefit Breast Cancer Action are requested to fill out a Fundraising Event Application. Applications are accepted year round but should be submitted at least 60 days prior to the proposed event date.
2. The Fundraising Event Application will be reviewed and approved by Breast Cancer Action's Development Committee and Development Staff.
3. If the event is accepted, a Memorandum of Agreement between Breast Cancer Action and the event organizer, including event details and responsibilities of both parties, must be completed and signed before the name or logos of Breast Cancer Action can be used for promotional purposes. Organizers and vendors need to be available to meet or speak with Development Staff before the agreement is signed.

Fundraising Events Policy Guidelines

- Fundraising events will be consistent with Breast Cancer Action's mission and values.
- Fundraising events will be consistent with Breast Cancer Action's specific policy of not accepting funds from any individual, group, business or institution that profits from or contributes to cancer.
- Fundraising event planning will take into consideration the diverse cultures, histories and dignity of communities whom Breast Cancer Action represents and our collaborative partners.
- Fundraising event planning will take into consideration the degree to which the event supports the inclusion and meaningful participation of individuals or groups marginalized on the basis of class, national or ethnic origin, color, religion, sex, sexual orientation, gender, age, or mental or physical disability.

- Breast Cancer Action will have full control over the issuing of tax receipts to ensure conformity with federal regulations.
- Where alcohol will be served, a liquor license must be obtained from the Liquor Control Board if the venue where the event is being held is not running the bar. Breast Cancer Action will not take out liquor licenses for third party events.
- Third party fundraising events should make every effort to be in an environment that prohibits smoking. In settings where smoking is permitted, such as a private home, then space must be allocated to prevent exposure to second-hand smoke.

Legal Liabilities with Fundraising Events

- Breast Cancer Action takes no responsibility for the success or failure of an event, including damages or injuries suffered or incurred by the event organizer or any guest of the event organizer or outside contractor hired by the event organizer.
- The organizers of any event must provide proof of comprehensive general liability insurance (if applicable). Such insurance must name Breast Cancer Action as additional insureds. Breast Cancer Action accepts no legal liability of financial responsibility for events held on their behalf.