

RIO GRANDE CANCER FOUNDATION

Third-Party Fundraising Kit

Making a Difference in our Community



616 N. Virginia, Suite D
El Paso, TX 79902
(915) 562-7660
www.rgcf.org



Thank you for your interest in supporting the Rio Grande Cancer Foundation. We are strong believers in the power of partnerships and know that great things are possible when people work together. Every dollar raised has a lasting impact in our community. We share a common goal – helping those going through a cancer journey.

In this Toolkit you will learn about the Rio Grande Cancer Foundation, how you can help, and how we can assist you.

Let's Get Started!

Our Mission

The Rio Grande Cancer Foundation is dedicated to reducing the human and economic impact of cancer on the citizens of El Paso County through the financial support and development of effective programs for advocacy, education, early detection and other services to cancer patients and their families.

Our Philosophy

All area residents should receive culturally and linguistically appropriate information about ways to reduce their risks of developing and dying from cancer.

All area residents should be entitled to cancer prevention, screening, diagnosis, treatment, rehabilitation, hospice and support services.

What is a third-party fundraiser?

Third-party fundraisers are an event or initiative organized by an individual, company, or community organization. The fundraiser benefits patrons who receive services from the Rio Grande Cancer Foundation. Third party fundraisers are an important resource for raising funds and increasing awareness of the organization.

Why We Need Your Support

These events and initiatives are a great way to widen our support base, increase awareness of the services we provide in our community, and inspire people within your own network to support a cause you are passionate about.

What We Do With Your Support

We put your dollars to good work! The Rio Grande Cancer Foundation is a local organization who provides services to individuals with a cancer diagnosis. Your support ensures that services are accessible to them when needed. We're proud that 100 percent of our programs stay local and are offered free of charge to participants.

How Can We Support You?

Here are some ways we can help:

PLANNING: You will have access to a RGCF staff member who can answer your questions and provide fundraising support.

PROMOTION: You will have access to the RGCF logo, materials to support your fundraising efforts such as brochures, quick fact sheets, stickers, and ribbons to help you convey our impact in the community. We will promote your event through our weekly newsletter and social media pages.

POST-EVENT: You will be responsible for ensuring that all your supporters are thanked for participating in your event. Once donation is received, we can provide IRS compliant tax receipts for donations made directly to the Rio Grande Cancer Foundation.

The Rio Grande Cancer Foundation is unable to provide the following:

- Rio Grande Cancer tax exempt certificate
- Insurance or liability coverage
- Funding or reimbursement for your expenses
- Mailing list of potential donors or vendors
- Publicity with local newspaper, radio or television stations
- Guaranteed attendance of RGCF staff

FUNDRAISING IDEAS

- Organize a barbecue, car wash, bake sale, walk-a-thon or garage sale.
- Host a yoga class or hiking group by donation, organize a dinner, etc.
- Ask people to donate to RGCF in lieu of gifts for your birthday or family event.
- Inspire giving in your workplace with casual days by donation, monthly giving, corporate matching programs.
- Encourage philanthropy at school with classroom challenges.
- Retail or restaurant campaigns that give partial proceeds from an item in your store or an item on your food/drink menu to RGCF.
- Theme party that brings people together to celebrate a holiday

GUIDELINES

Please review the guidelines below. If you have any questions please contact:

Cindi Martinez, Program Manager

cmartinez@rgcf.org 915-562-7660 ext. 303

1. All third-party fundraisers for the Rio Grande Cancer Foundation require a completed application.
2. All expenses are the responsibility of the third-party event organizer. We recommend finding event sponsors/partners or charging a registration fee to help cover expenses.
3. The third-party fundraiser organizer is responsible for the planning and execution of the event including safety precautions and adherence to applicable laws and regulations. As the beneficiary of a fundraising event, the Foundation does not accept or assume any liability associated with the event including but not limited to any injuries sustained by event volunteers or participants during the event. The third-party fundraiser organizer will indemnify, defend, and hold harmless the Rio Grande Cancer Foundation, its directors, employees and volunteers from any and all claims that may arise out of or relate to such event.
4. The third-party fundraiser organizer is responsible for obtaining all applicable permits or licenses, including but not limited to alcohol, raffle, and sales tax licenses.
5. All third-party fundraisers must be publicized and conducted in a manner that makes it clear that the Rio Grande Cancer Foundation is the beneficiary.

THIRD-PARTY APPLICATION

This form serves as an agreement between the third-party organizer and the Rio Grande Cancer Foundation for the purpose of setting forth the terms and conditions of the fundraiser.

Third-Party Event Organizer (name) _____

Organization Name (if applicable) _____

Contact Person (if different from Organizer) _____

Organizer Mailing Address _____

Organizer Email _____

Organizer Website (if applicable) _____

Telephone _____ Fax _____

Proposed Fundraiser

Name of proposed Fundraiser _____

Description of Fundraiser

Dates of Fundraiser _____ Time(s) _____

Location of Fundraiser _____

I, undersigned, as the third-party fundraiser organizer, agree and acknowledge that the Rio Grande Cancer Foundation will not be held liable for anything associated directly or indirectly with the event organizer or the event/campaign, including but not limited to: expenses; purchases; damage; accidents or thefts to individuals or property.

Signature

Date