



RIO GRANDE
CANCER FOUNDATION®

THIRD PARTY
FUNDRAISING KIT



BECAUSE CANCER SUPPORT IS MORE THAN TREATMENT



RIO GRANDE
CANCER
FOUNDATION®

Thank you for your interest in supporting the Rio Grande Cancer Foundation (RGCF).

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. This toolkit will provide you information about how you can help the Rio Grande Cancer Foundation (RGCF). In order to ensure that RGCF's name and image are being used appropriately, we ask that all third-party fundraisers abide by the guidelines within this kit. Your cooperation will help us guarantee consistency and quality in the events that ultimately benefit our community.

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?

A third-party fundraiser is a special event, promotion or sale by an organization or individual, to benefit patrons who receive services from the Rio Grande Cancer Foundation.

WHY WE NEED YOUR SUPPORT

Third-party fundraisers are an important part our organization. They supplement financial support which allows us to support and initiate projects that promote healthy living, quality of life, education, awareness, early detection and support services for our local cancer community. Third-party fundraisers are also a great way to widen our support base, increase awareness of the services we provide, 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! One hundred percent of our programs stay local and are offered free of charge to those with a cancer diagnosis. Our programs range from education and awareness, to providing wigs and mastectomy garments. Your support ensures that our programs and services remain sustainable as well as accessible.



Free wigs, hats, scarves, mastectomy garments, and lymphedema sleeves



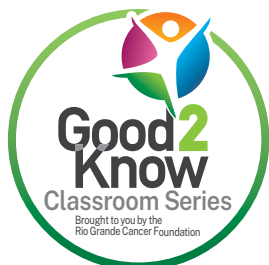
Financial assistance for medically related cancer expenses.
**Restrictions apply, call for details*



Healthy living tips, recipes & personal stories at good2knowelpaso.org



Awareness and support for male related cancers



Free healthy eating, cooking, stress relief, and yoga classes



Annual shopping event for breast cancer survivors



Free classroom activities and educational materials for skin/sun safety



Free information & resources for those recently diagnosed with cancer at cancerhelpcenter.org

GUIDELINES

A completed application is required. We ask that you submit the form at least 30 days prior to the event. Approval before hosting a third-party event is required.

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.

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.

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.

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 Rio Grande Cancer 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.

If you have any questions please contact:
Cindi Martinez, Program Manager
915-562-7660 ext. 303 or cmartinez@rgcf.org

HOW WE CAN SUPPORT YOU

PLANNING:

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

PROMOTION:

You will have access to the RGCF logo and materials such as brochures, fact sheets, stickers, and ribbons to help you convey our impact in the community.

Acknowledge direct contributions to RGCF in your marketing/advertising efforts.

We will promote your event through our newsletter and social media pages.

PUBLICIZE YOUR FUNDRAISER

The following verbiage can be used when publicizing your event: (i.e., in press releases, sponsorship or in-kind donation requests, etc.) *“Proceeds from this event will benefit the Rio Grande Cancer Foundation (RGCF). RGCF is dedicated to our community with resources and initiatives for any type of cancer at any stage of the journey. From patients to caregivers, young and old. From education on prevention to providing wigs or garments during your treatment. Every program and initiative of the RGCF is focused on enriching lives through education, healthy attitudes, comprehensive choices, and positive strategies.*

Take pictures (remember to get photo releases!)

Celebrate your success on social media! Make sure to tag us!

THE RIO GRANDE CANCER FOUNDATION IS UNABLE TO PROVIDE:

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

FUNDRAISING IDEAS

Get together! Host a theme party, barbecue, or dinner

Ask people to donate to RGCF in lieu of gifts for your birthday or family event.

Get moving! Host a yoga class, hike or bike ride, walk-a-thon by donation

Have a car show, bake sale, or garage sale

Inspire your workplace with casual dress days by donation, monthly giving campaign, or a corporate matching program

Encourage philanthropy at school with a classroom challenge

Retail or restaurant campaigns that give partial proceeds from an item in your store or on your food/drink menu.

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

City

State

Zip

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

