

Breast Cancer Network of Strength™ Illinois Third Party Fundraising Guidelines

Thank you for choosing Breast Cancer Network of Strength Illinois, formerly Y-ME Illinois, to benefit from your fundraising! Special Events and fundraising efforts conducted to benefit Network of Strength should be run by organizations or individuals that are financially responsible, have a well-established reputation, and are motivated to help in our mission *to ensure that no one faces breast cancer alone.*

The following guidelines must be adhered to:

- A Third Party Events Form must be completed and submitted to determine if the event/campaign is within Breast Cancer Network of Strength Illinois' guidelines, and workable within it's existing calendar of events.
- Network of Strength will not associate with businesses or individuals known to conduct themselves in a manner not compatible with our mission.
- Network of Strength will not incur any third party expenses, or provide funds.
- A donation solicited on behalf of Breast Cancer Network of Strength Illinois, either item or cash, is tax deductible only when it is made directly and entirely to Breast Cancer Network of Strength Illinois.
- **In order to protect Network of Strength staff and the donations, Breast Cancer Network of Strength staff cannot transport donations from the event.**
- All donations for Network of Strength must be mailed directly to the Breast Cancer Network of Strength Illinois office following the event.
- Any cash that is donated must be converted into a check by the Event Coordinator. In the memo line of the check, please write "Cash Donations" and the name of the event.
- Fundraisers must state the terms of the donation Network of Strength can expect from the event/campaign (exp: 50% of profits, one time donation of \$1,000 or all proceeds). This information must be made clear in event/campaign promotions. Organizers must also state the date Network of Strength will receive the donation.
- **Network of Strength must approve any promotion of the event/campaign mentioning or including Breast Cancer Network of Strength name or logo prior to printing or releasing.**
- When a portion of the charge or suggested donation to the participant in a third party event/campaign is not tax-deductible a statement must be included in all appropriate materials.

Each third party event/campaign will be considered individually.

Generally, the following events or campaigns will not be approved:

- Events/campaigns in close proximity to a Breast Cancer Network of Strength event.
- Events/Campaigns that will require Breast Cancer Network of Strength to sell tickets, coupons, etc.
- Events/Campaigns that will require Breast Cancer Network of Strength to sell merchandise.
- Events/campaigns that require a significant attendance from Breast Cancer Network of Strength staff, volunteers or response from our mailing list in order to generate the majority of revenue.
- Benefits involving the sale of tickets or merchandise that employ salespeople on a commission basis.
- Ongoing campaigns that promise that a percentage of profits will benefit Breast Cancer Network of Strength Illinois unless documented and verified.

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Expectations of Breast Cancer Network of Strength Illinois

Breast Cancer Network of Strength Illinois can play a complimentary role in planning your event. Third party events are primarily planned by the third party. If your event is open to the public, we are happy to list your event on our website, on the third party events page. Due to the number of third party events Network of Strength is fortunate to be a part of, we are unable to do the following:

- Share our mailing list
- Provide volunteers to staff your event
- Pay for any supplies, mailings, costs associated with your event
- Send a separate email about your event
- Ensure attendance at your event

Marketing/Promotions

Third party events must do their own PR. You may use Breast Cancer Network of Strength Illinois name and logo, but the office must first approve all publications, including press releases.

It is important that the Breast Cancer Network of Strength Illinois name and logo be used properly and spelled correctly on all promotional materials. Please note that the correct name of the organization:

Breast Cancer Network of Strength™ Illinois

- When first mentioned, the name of the organization should appear as: **Breast Cancer Network of Strength™ Illinois**
- The only exception to this is if the logo prominently appears on the same page. Then the “™” is not necessary.
- Breast Cancer Network of Strength Illinois may be truncated to Network of Strength only after the full name has been used previously on the same page.
- The word “the” should never appear in front of the name.
- We will provide you with the logo for use on your promotional materials

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Third Party Events Contract

Contact information:

Contact Name: _____

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Event Description:

This information allows us to track our relationship with you as an active fund-raiser and volunteer. Additionally, it alerts our Accounting Department that a check(s) will be received in a certain period of time, ensuring that the money you worked so hard to raise is received and accounted for appropriately.

Date(s): _____

Time: _____

Please describe the special event:

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Location Name & Address:

Ticket Price (If applicable):_____

Capacity (if applicable):_____

Have you organized a Network of Strength or Y-ME Illinois fund-raiser previously?

Will this be an annual event benefiting Network of Strength Illinois?

Explain contribution to be directed to Breast Cancer Network of Strength Illinois:

*PLEASE NOTE: *Legally, you must be specific, including percentages if available when organizing a raffle or silent auction. You may need to submit a 501(c)3 to the business or individual donating the item. Please contact Network of Strength to obtain this form.*

Ticket Sales/Entry Fee Silent Auction Vendor Sales _____%

Raffle Monetary Donations In Kind Donation

Will you need Breast Cancer Network of Strength Illinois literature or pink ribbons? (Need at least three weeks notice)

Please list quantities.

Will you be requesting a Network of Strength Illinois representative (for a check presentation, speaking engagement, photo opportunity, etc.)?

If so, what are the specific times he/she will be needed?

Do you have any special requests (dress code/attire, etc.)?

**Please note that we will do our best to find an available representative and need at least 3 weeks notice.*

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I/We hereby understand, agree and submit the following:

Breast Cancer Network of Strength Illinois does not assume any legal or financial liability for the above referenced event. Furthermore, we understand and agree that Breast Cancer Network of Strength Illinois must approve, prior to printing and distribution, any use of its name, logo and/or breast cancer information.

I have read and agree to the following Third Party Event Guidelines _____ **Initial**

Event Coordinator

Date

Special Events Manager
Y-ME Illinois

Date

Please return to Kate Lacio, Special Events Manager

Email, fax or mail to:

Breast Cancer Network of Strength Illinois

300 W. Adams St., Suite 430

Chicago, IL 60606

(312) 364-9071 phone

(312) 364-9066 fax

klacio@networkofstrength.org