

Guidelines for Fundraising for Fox Chase

Thank you for your interest in fundraising for Fox Chase Cancer Center! As a non-profit organization, our resources are limited, but we strive to support your fundraising efforts as much as possible.

What Fox Chase Cancer Center can provide:

- An administrative point person to field questions via phone or email.
- A list of successful event ideas.
- An endorsement letter to use for fundraising and sponsor-recruitment efforts.
- Online fundraising pages that link to the Fox Chase Cancer Center website.
- An electronic version of the Fox Chase Cancer Center logo for use in your promotional materials. All materials that include the Fox Chase Cancer Center logo must be approved by your administrative point person at Fox Chase before being distributed to the public.
- Promotion of your event on our website calendar of events, on the Fox Chase Cancer Center Facebook page, and in our electronic newsletter sent to faculty and staff.
- Fox Chase Cancer Center banners and a limited number of giveaways for distribution at your event. Items sent are based on current inventory.
- A press release template and list of local media contacts to assist in your media outreach.
- A Fox Chase Cancer Center staff or faculty representative at your event. All requests should be made eight weeks in advance of the event and attendance is based on availability.
- A post-event check presentation and photo opportunity at Fox Chase.

What Fox Chase Cancer Center cannot provide:

- Administrative and event planning support which includes (but is not limited to) serving on event committee, deciding on event logistics such as type of event and location, invitation design and distribution, providing mailing lists, compiling RSVPs, selling tickets, raising funds, recruiting sponsors or celebrities, soliciting auction donations, and employing volunteers.
- Financial support for the event. No cost associated with the event can be paid for by Fox Chase Cancer Center. We also do not provide sponsorship revenue for outside fundraising activities.
- Additional public relations and marketing support that surpasses what we have agreed to provide above.
- Insurance or liability coverage. It is the responsibility of the fundraiser to obtain any necessary permits, licenses, or insurance required.
- Legal or tax advice. It is the responsibility of the fundraiser to ensure that the event is conducted in accordance with all applicable laws and regulations. We suggest that the event planner consult their own legal or financial advisors.
- Partnership in contracts, commitments, and bank accounts. The fundraiser is not an agent of Fox Chase Cancer Center, and has no authority to act on Fox Chase Cancer Center's behalf.

Fiscal Considerations:

- Donations will support the areas of greatest need at Fox Chase Cancer Center. It is the responsibility of the fundraiser to indicate if donations should be designated to a particular area of research or patient care at Fox Chase.
- Because Fox Chase Cancer Center is not the host and the event is considered third party, you will not be able to claim Fox Chase's IRS 501(c)(3) charitable classification, federal tax ID number or state of Pennsylvania's tax-exempt certificate.
- All checks received by Fox Chase Cancer Center must be made out to Fox Chase Cancer Center.
- Only the individual whose name appears on the check received by Fox Chase Cancer Center is eligible to receive a tax acknowledgement for the donation. It is the responsibility of the fundraiser to make all sponsors and donors aware of this rule.
- Fox Chase Cancer Center can verify matching gifts only for donations received directly by Fox Chase Cancer Center.
- If event expenses exceed revenue, neither Fox Chase Cancer Center, Temple University Health System, nor its affiliates will be held liable to pay for these expenses.
- All proceeds should be provided to Fox Chase within 60 days following the conclusion of the event.

I have reviewed and agreed to the Fox Chase Cancer Center community fundraising guidelines.

Signature _____

Date _____

