



Community Fundraisers to Benefit the Cancer Resource Center of Western Maine

A Community Fundraiser is any event or activity organized and/or hosted by a third-party individual or group for the partial or entire benefit of the Cancer Resource Center of Western Maine. The Center welcomes members of the community to host a Community Fundraiser.

If you have questions, or would like to discuss your event, contact Barbara Deschenes Board Chair, at barbara.deschenes@gmail.com or by phone 739-9612.

For the sake of clear communication and appropriate guidance, Community Fundraiser organizers should register their event at least 45 days prior to the event date

Prior to submitting your event, please review the following community fundraising guidelines.

Fundraising Laws and Best Practices

Important things to know when engaging in fundraising activities:

- Net proceeds from the event/promotion will be donated to the Center no more than 30 days after the completion date indicated on the agreement.
- All fundraising activities must comply with State of Maine and federal laws. Check with the State if you are planning to have any drawing, raffle or contest to determine if you must apply for a raffle license.
- Each event should have in place general liability and property insurance limits of liability reasonable in relation to the size, location, and nature of the event. Cancer Resource Center of Western Maine must be named as an additionally insured party on any policy.
- Where appropriate, a Community Fundraiser Organizer/Participant agrees to hold harmless the Cancer Resource Center of Western Maine.
- Any public event at which beer, wine, or other alcoholic beverages will be served must be held at a location or facility that has a liquor license.

Naming and Promoting Your Community Fundraiser

Please note these guidelines in naming and promoting your community fundraiser:

- Community Fundraisers may not incorporate the name, Cancer Resource Center of Western Maine in the name of the event, as in *Cancer Resource Center of Western Maine Triathlon*, but may use a second line identifying the relationship with the Center, such as *Mary Smith Triathlon, to benefit the Cancer Resource Center of Western Maine*. When naming your event, please keep in mind that our mission is focused on cancer survivorship and support. We are not involved in research for a cure or medical treatment.
- Advertisement and promotion (including websites, Facebook pages and event pages, posters, and mailings) of Community Fundraisers are the responsibility of the organizer(s).
- The Cancer Resource Center of Western Maine logo may be used only with the express, written permission of the Center's Board Chair.

Finances and Your Community Fundraiser

Expenses incurred during fundraising are the responsibility of the Community Fundraiser organizer. The Cancer Resource Center of Western Maine cannot reimburse organizers for any expenses. Contact us if you have questions about how to appropriately cover expenses in your fundraising plan.

Center Staff & Volunteers

- Staff availability to attend Community Fundraisers is limited. We will do our best to support Community Fundraisers but we cannot guarantee staff attendance.

Center Mailing List & Corporate Sponsors

- The Cancer Resource Center of Western Maine will not provide its donor, participant, or sponsor contact details to other groups. Event organizers should expect to develop their own lists of potential Community Fundraiser contributors and participants. Solicitation of donations must be made under the name of the event, not the Cancer Resource Center.

Planning Your Community Fundraiser

- While not required, a post-activity evaluation is very important in determining event effectiveness and its future potential.
- The Board of Directors can provide general guidance, but the ultimate responsibility for planning and executing a Community Fundraiser resides with the organizer(s).

We can only supply receipts for tax purposes to donors who make checks out to the Cancer Resource Center of Western Maine. Donors who write checks to or give cash to the Organizers do not qualify for a tax receipt.