



CARE LAS CRUCES.ORG

CANCER AID RESOURCE  
AND EDUCATION, INC.

CANCER AID RESOURCE & EDUCATION, INC.  
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## CANCER AID RESOURCE & EDUCATION, INC. THIRD-PARTY EVENT INFORMATION

**Thank you** for your interest in supporting our local community by benefitting Cancer Aid Resource & Education, Inc. (CARE). CARE's focus is to provide financial assistance to cancer patients and their families to help them cope with their cancer treatment by assisting them with non-medical expenses/basic living needs expenses while they are in active treatment for their cancer, any type of cancer. Funds are disbursed directly to third parties by CARE through our fiscal sponsor, Community Action Agency of Southern New Mexico.

We want to plan that your event is fun, safe and successful! We hope that you consider making your event an annual event! Please take pictures and submit them to CARE so that we may include them in our Facebook page.

A third-party event is any fundraising activity developed by a non-affiliated group or individual where Cancer Aid Resource & Education, Inc. has no financial responsibility and little-to-no staff involvement. Although we actively encourage third-party fundraising events, all such events must be approved by Cancer Aid Resource & Education, Inc. in advance.

This is an important safeguard to preserving the integrity of the Cancer Aid Resource & Education, Inc. name and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner. While we are happy to provide guidance for your event, we do not have the personnel to handle the organizational and administrative tasks associated with third-party events. Therefore, the event organizer is responsible for all details of the event, including:

- Underwriting all of the related costs
- Recruiting volunteers to help out at the event
- Publicizing the event
- Selling event tickets and/or finding participants
- Working at the actual event

## GUIDELINES

1. Organizers will complete a Third Party Event Agreement and return it to Cancer Aid Resource & Education, Inc.
2. The event will be promoted in a manner to avoid statement or appearance of Cancer Aid Resource & Education, Inc. endorsing any product, film, organization, individual, or service.
3. Cancer Aid Resource & Education, Inc. will provide a logo and an executed third-party event agreement that indicates Cancer Aid Resource & Education, Inc. is in approval of the event and is the recipient of the proceeds from the event.
4. All promotional materials must clearly state that Cancer Aid Resource & Education, Inc. will receive 100% of the net proceeds from the event. Proceeds from event will be submitted to Cancer Aid Resource & Education, Inc. within 24 hours of completion of the event, or within a written agreed upon time if not within 24 hours of event.
5. Cancer Aid Resource & Education, Inc. must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers, and press releases prior to production or distribution.
6. If applicable, event organizers are responsible for obtaining all necessary permits and/or insurance associated with the event.
7. Please require participants to sign a waiver/release form for any sporting event (walks, runs, biking, etc.)
8. Event organizers are responsible for following poster posting policies for their institution/city. If there are any questions about this guideline, organizers are required to contact Cancer Aid Resource & Education, Inc.
9. Cancer Aid Resource & Education, Inc. is not financially liable for the promotion and/or staging of third-party events.

*Thank You for Supporting* **Cancer Aid Resource & Education, Inc. (CARE)!**

*“Let’s have a fun, fundraiser!”*