Huntsman Cancer Foundation
Event Guide

A complete guide to help you plan and host your event to support cancer research at the Huntsman Cancer Institute
Host a third-party event to make a difference and change lives

Thank you for your interest in hosting an event to benefit Huntsman Cancer Foundation (HCF). You can take great pride in knowing that your generous support of Huntsman Cancer Foundation funds ever-expanding research at Huntsman Cancer Institute.

Huntsman Cancer Foundation is a non-profit, public charity (501(c)(3) established with the sole purpose of funding the life-changing cancer research being done at Huntsman Cancer Institute at the University of Utah. This comprehensive knowledge base is used to improve treatments and relieve the suffering of cancer patients, while providing education about cancer risk, prevention and care to the entire Intermountain region.

Huntsman Cancer Institute has always distinguished itself for identifying and supporting scientists with new ideas that could lead to lifesaving discoveries. Research matters. The research being done today provides hope for tomorrow. You can be part of that hope. When you help, patients know that they do not struggle alone. They know that others they will probably never meet care about them.

Your fundraiser can be as modest or ambitious as you choose and we have provided this guide to make it as easy for you as possible. We want you to be successful and have a good, uplifting experience during the process. In this guide, you'll find information about hosting and planning your event, as well as the promotional and financial guidelines followed by Huntsman Cancer Foundation. Please read the information carefully and submit the proposal form at the end of the packet to Huntsman Cancer Foundation for third-party event consideration. A member of our staff will contact you within two weeks of receiving the form to inform you whether the event is approved. Please contact Sally Montgomery with any questions at (801) 584-5817 or smontgomery@huntsmanfoundation.org.

Thank you.
Huntsman Cancer Foundation
Tips to help make your event successful

Define Event Concepts
- Create your event. What type of event are you planning?
- Identify event specifics, such as the date and location

Gain Approval
- Review regulations and policies contained in this guide
- Submit the completed agreement at least 60 days prior to your event

Details
- Create a fundraising plan with a goal and a budget. How will you be raising money?
- Plan ahead for anticipated expenses
- Establish a timeline and know when important tasks are due
- Secure vendors, sponsors and volunteers if needed

Execution
- Advertise and promote the event
- Review your fundraising plan; make sure you’re on track
- Enjoy the event

Follow-Up
- Acknowledge and thank your donors, participants, sponsors and volunteers
- Send collected funds to Huntsman Cancer Foundation within 30 days after your event
Financial, Promotional, and Support Policies

Event Expense Liability

Because we want ensure that the maximum amount of funds raised through your third-party event goes directly to further important, lifesaving cancer research;

- HCF cannot provide any financial support for your event. This includes, obtaining sponsors for your event.
- HCF cannot reimburse any expenses.
- Because of processing fees, HCF cannot process or accept coins totaling more than $50.00 (HCF's preference is that you exchange all coins into cash or check prior to submitting proceeds).
- HCF can provide you with an online donation page for your event.

Gift Receipting

- HCF can issue a tax receipt and “Thank You” letter to your guests as long as checks are made payable to Huntsman Cancer Foundation.
- HCF cannot accept or issue receipts for donations made out to you or your event.
- HCF cannot issue tax receipts for any in-kind gifts, including auction items donated to your event.

Auctions

- It is the third-party's responsibility to fulfill all aspects of a live or silent auction. HCF cannot take possession of or be responsible for any items contributed for your auction.

HCF Staff Support

- HCF cannot provide staff support for your event (e.g., gift processing, organizing, recruiting of event sponsors, participants or volunteers).
- Depending on availability, HCF can provide a representative for a check presentation and brief “Thank You” at your event.

Promotional

- HCF can provide you with videos or pictures you may use at your event.
- HCF must approve all use of HCF logo in advance of printing.
- HCF reserves the right to make changes in messaging to ensure that the language is consistent with our stated mission.

Mail all proceeds from your event to:
Huntsman Cancer Foundation
Attn: Sally Montgomery
500 Huntsman Way
SLC, UT 84108
Huntsman Cancer Foundation Third-Party Event Agreement

In order to comply with the Utah Department of Consumer Protection policy, the following agreement must be signed prior to the event or commencement of a charitable sales promotion. Contributions should not be solicited and the HCF name and/or logo cannot be used until this agreement is co-signed by an HCF staff member.

Host/Group/Company planning this event: __________________________________________________________

Organizer’s/Contact’s Name: _________________________________________________________________

Address: ________________________________________________________________

Email: ________________________________________________________________

Phone: ________________________________________________________________

Name of Proposed Event: _________________________________________________________________

Event location and address: ______________________________________________________________

Date(s) and time(s): ________________________________________________________________

Describe your event and how you will be raising money. Please be specific:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

How will you be promoting your event (fliers, radio, etc)? ________________________________________________________________

Price/Percentage to be donated: ________________________________________________________________

Event Website: ________________________________________________________________

Are there any other beneficiaries besides HCF? If so, please note percentage designated to each organization: ________________________________________________________________

I, __________________________________________, agree on behalf of _________________________ that I understand the third-party event guidelines supplied by HCF and my responsibilities as a third-party event host pertaining to compliance of federal and state laws concerning fundraising events. I promise to abide by and adhere to all requirements made in the stated guidelines and attest the information provided on this form is correct and accurately describes the proposed event.

Event/Host Signature: __________________________________________ Date ________________

HCF Approval __________________________________________ Date ________________

You may fax the completed form to (801)584-5913 or email to smontgomery@huntsmanfoundation.org

***HCF reserves the right to refuse any event at any time.***