



START HERE IF YOU ARE INTERESTED IN HOSTING A LSCRF FUNDRAISER

Thank you for considering Lynn Sage Cancer Research Foundation as the beneficiary for funds raised from your event. We are truly honored you are considering supporting our mission!

We know you are wondering what you need to provide us (and perhaps how we can help you promote your event). To help you better understand next steps, the first thing you need to determine is if your event will be a “Non-Sanctioned LSCRF Event” or a “Sanctioned LSCRF Event”:

Non-Sanctioned LSCRF Event	Sanctioned LSCRF Event
<ul style="list-style-type: none"> • You expect to raise under \$5,000; • You will not use any of the Lynn Sage Cancer Research Foundation official logos or branding materials (you may still state that we are the beneficiary – just not use our logo); • You will not receive any promotion from us on our social media channels. 	<ul style="list-style-type: none"> • You expect to raise over \$5,000; • You would like to use official Lynn Sage Cancer Research Foundation logos and branding materials ; • You would like us to promote your event on our social media channels; • The fundraising aspect of your event is not linked to alcohol sales (you may sell alcohol using your own liquor license – just not tie the donation directly to purchasing alcohol).

If you are planning a Non-Sanctioned LSCRF Event, we ask that you:

- Write us at lynnsage@nm.org and let us know the name of your event, the dates/times, contact information for the organizer(s) and a brief description of what you are doing for us (We want to be able to properly thank you).
- Read the Section titled “Information for all 3rd Party Fundraisers for LSCRF” on page 2.

That’s all you need to do for a Non-Sanctioned LSCRF Event! Thank you so much for considering LSCRF!

If you are planning a Sanctioned LSCRF Event, we ask that you:

- Complete the 3rd Party Sanctioned LSCRF Event Form starting on page 3 of this document and return it to lynnsage@nm.org. We will review it and respond to you within one week.
- Read the Section titled “Information for all 3rd Party Fundraisers for LSCRF” on page 2.

INFORMATION FOR ALL 3RD PARTY FUNDRAISERS FOR LSCRF

- Lynn Sage Cancer Research Foundation (LSCRF) is a 501(c)(3) corporation. Tax documents can be provided upon request. All funds donated to LSCRF support innovative contributions to the understanding, research and treatment of breast cancer, in partnership with Northwestern Memorial Hospital and the Robert H. Lurie Comprehensive Cancer Center of Northwestern University. Our goal is to eradicate breast cancer. One day, we hope to find the cure.
- LSCRF will not incur any expenses for third party events or provide funds for same.
- LSCRF may only be identified as the beneficiary of your event, rather than a host or sponsor.
- The percentage of proceeds you plan on donating to LSCRF should be clearly stated on all event promotions.
- In order for a donation to receive a tax receipt, the donation must be paid directly to the Lynn Sage Cancer Research Foundation by either check or credit card. Only credit card donations or checks made payable to LSCRF will receive a tax receipt. (If you receive cash, or checks made out to you, and then present LSCRF with a check from you – we can only provide you with a tax receipt).
- We do request a list of any donors or sponsors contributing more than \$250.00 of either financial or in kind contributions so we may thank them. (No third party tax receipts will be created).
- LSCRF will not provide any bookkeeping services, provide access to bank accounts or any form of funds processing (other than a tax receipt for the final net proceeds).
- We request that your donations to LSCRF be made within 45 days of your event.
- Checks for event proceeds should be made payable to **Lynn Sage Cancer Research Foundation** (please use full name) and dropped off or mailed to our office at 541 North Fairbanks Court, Suite 800, Chicago, IL 60611, Attn: Jim Higley. Any cash that is donated must be converted into a check by the Event Lead. In the memo line of the check, please write “Cash Donations” and the name of the event.
- Donations can always be made online at www.lynnsage.org, or by calling 312.694.1465.
- If you need a public statement to describe LSCRF please use the following: “Dedicated to the courageous spirit of Lynn Sage, the Lynn Sage Cancer Research Foundation (“LSCRF”) supports cutting edge research which strives to advance the understanding, treatment and ultimate cure of breast cancer. LSCRF is proud to partner with Northwestern Memorial Hospital and the Robert H. Lurie Comprehensive Cancer Center of Northwestern University.” *Please use this entire statement if a mission statement or tagline about LSCRF is needed.*
- LSCRF is managed by a volunteer Board of Directors who meet on a regular basis.
- LSCRF entered a formal partnership with Northwestern Memorial Hospital in 1991. To read more about this relationship, please visit www.lynnsage.org/history.
- LSCRF will not provide any form of Insurance or liability coverage.
- LSCRF will not guarantee any level of attendance for an event.

**APPLICATION FORM TO HOST A
SANCTIONED LSCRF FUNDRAISER**

PROPOSED EVENT INFORMATION:

Name of proposed event: _____

Date(s) and time(s) of event:

Location of event (please specify address):

Description of event including how funds will be raised:

Portion or amount you will be donating (a percentage, particular amount, etc.):

Website and/or Social Media pages (if available) for event:

PROPOSED EVENT ORGANIZER(S) INFORMATION:

Name of company or individual(s) planning the event: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Alternate Number: _____

E-mail: _____

Is this event open to the public? ____ Yes ____ No

How many guests are expected? _____

PROPOSED EVENT PROMOTIONAL INFORMATION:

How will the event be publicized? (Press Releases, Facebook, Instagram, Twitter, Fliers, Website, etc.):

Do you plan to use the Lynn Sage Cancer Research Foundation logo and/or name in event promotions?

If yes, please initial that you understand that the Lynn Sage Cancer Research Foundation must see and approve all materials prior to being released, printed or distributed and that you will follow the following Branding Guidelines (emailed to you separately). _____ **Yes, I agree.**

BRANDING GUIDELINES:

Lynn Sage Cancer Research Foundation is the official name of the Foundation. After first use of the official name, the abbreviation LSCRF is also acceptable in any published materials (Includes press, print, website, e-mail, social networking, and internet). LSCRF is the only acceptable abbreviation. Any changes to the LSCRF logo must be approved by LSCRF Administration. This includes color, size, and shape.

With LSCRF Administration’s approval, the Lynn Sage Cancer Research Foundation logo and name can be used in your print materials to help advertise your event, as long as the attached LSCRF Brand Guidelines are adhered to.

All published materials must be approved in advance (this includes press, print, website, e-mail, social networking, Internet). Please give us the opportunity to review materials to ensure accuracy and brand preservation. Please allow one week for review.

LSCRF’S ROLE IN THIRD PARTY SANCTIONED LSCRF EVENTS:

If your event is approved as a sanctioned LSCRF event, we will provide the following to help market your event:

- Circulate the information about your event to our 100+ influential board members
- Post your event on our Facebook and Instagram Pages.

We are **unable** to provide you our mailing list or contact databases, access to our vendors, volunteers or other supporters. We also are not able to send e-blasts on your behalf to our mailing list.

TERMS AND SIGNATURE:

I agree that the information provided in this document is true and correct.

Signature of Event Organizer: _____ **Date:** _____

Please return this form by email to:
lynnsage@nm.org
 or mail to:
 Lynn Sage Cancer Research Foundation
 541 North Fairbanks Court, Suite 800
 Chicago, IL 60611
 Phone: 312.694.1465