

Special Events

FOX CHASE
CANCER CENTER

Policies and Procedures

In order to conduct a fundraising event to benefit Fox Chase Cancer Center, we request that an Event Proposal Form be completed and submitted to the Special Events Office for acceptance before any work begins. This agreement secures our partnership and ensures that Fox Chase will benefit from your charity event. We suggest that you submit this form a minimum of three to four months prior to the event date.

Fox Chase Cancer Center does not advance monies, provide donor lists or solicit sponsorship revenue for fundraising events. Additionally, our ability to provide services for your event is limited by staff size and internal obligations. We state this information in advance so that there are no disappointments or misunderstandings with regard to our ability to support your fundraising event.

Once the Event Proposal Form is submitted and approved, we will be happy to provide you with the use of our name and logo. Please advise if you would like a digital copy of our logo. The Fox Chase marketing department **must** approve all materials containing our name and logo (including brochures, flyers and press materials) **prior to printing**. You may work with the Special Events Office, who will serve as a liaison between you and the marketing department.

In accordance with the Better Business Bureau Wise Giving Alliance's guidelines for charitable promotions, all advertising and promotional materials for your event must clearly disclose what percentage or amount of the consumer's purchase will be donated to Fox Chase Cancer Center (e.g. "10 of each ticket purchased," "10% of the sales price of this product," etc.).

It is important to us that all third party fundraising events fit the mission and promote the appropriate image for Fox Chase Cancer Center.

Our mission is to reduce the burden of cancer by integrating scientific discoveries and technological advances into more effective treatments and prevention strategies.

Fox Chase Cancer Center will not incur or be responsible for any costs or liabilities associated with a third party event. If acquiring licenses and/or insurance for the event, it is the responsibility of the organizer to apply, pay for and obtain the necessary documents. Fundraising events must comply with all relevant state and federal laws.