

Community Partner Events

Dear Friend,

Thank you for your interest in making the USC Norris Comprehensive Cancer Center the beneficiary of your fundraising efforts. We are grateful for the volunteers and organizations whose committed efforts raise awareness for and make significant financial contributions to the cancer center.

To help ensure that volunteer fundraising and charitable events are enjoyable, successful, make the best use of limited staff resources, meet the University's standards, and are coordinated with our other activities, we ask you to review our event fundraising guidelines. Prior to beginning your fundraising efforts, we kindly request that you complete and return the fundraising application form for review and consideration.

Should you have any questions along the way, please do not hesitate to contact me.

Sincerely,



Jacqueline Andrejich
Assistant Director of Development
USC Norris Comprehensive Cancer Center
1441 Eastlake Avenue, Suite 8302
Los Angeles, CA 90089-9181
Tel: (323) 865-0667
Fax: (323) 865-0159
Jacqueline.Andrejich@med.usc.edu

Fundraising Application

Please send completed forms to jacqueline.andrejich@med.usc.edu or by mail to Jacqueline Andrejich, USC Norris Comprehensive Cancer Center - 1441 Eastlake Avenue, Suite 8302, Los Angeles, CA 90089.

Contact Name:		
Organization:		
Address:		
City:	State:	Zip:
Phone:	Email:	
Website:		

Title and description of proposed event: _____

Event venue: _____ Date and time of event: _____

Ticket price: \$ _____ Contact for tickets: _____ Phone: _____

If possible, would you like to use the USC Norris Comprehensive Cancer Center's logo? Yes No

Budget:

Projected revenue: _____

Projected expenses: _____ Anticipated net revenue: _____

Program/Doctor proceeds will benefit: _____

Will the event be sponsored by another organization or business? Yes No

If yes, please specify: _____

How and when will your event be publicized? _____

What support will you need from the cancer center for this event/project? _____

FOR OFFICE USE ONLY:	
Date received:	Approval Status: Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Approved:	Approved By: _____

Fundraising Guidelines

Fundraising events benefiting the USC Norris Comprehensive Cancer Center should align with the cancer center's mission, vision, and values. Below are guidelines to insure this fidelity to our mission:

- We ask that event hosts complete and submit a Fundraising Application at least six weeks prior to the proposed fundraising activity date. Please allow a minimum of 10 days for approval.
- The use of the USC Norris Comprehensive Cancer Center's name and logo on promotional materials should align with the graphic identity program of the University and reviewed by the appropriate administration.
- Promotional materials should not suggest that the event is being sponsored, co-sponsored or produced by the USC Norris Comprehensive Cancer Center. You may state that the USC Norris Comprehensive Cancer Center is the beneficiary, such as "Swimathon, Benefiting USC Norris Comprehensive Cancer Center".
- While planning your event, please limit expenses to 50% of the total gross raised by the event.
- In accordance with IRS regulations, the event host is responsible for disclosing the percentage of proceeds or dollar amount of their gift that will benefit the USC Norris Comprehensive Cancer Center.
- We request that you submit a list of targeted sponsors of \$5,000 or more for the event, to minimize overlap with other fundraising campaigns underway at the cancer center.
- USC Norris and all related entities are not liable for any injuries sustained by event hosts, volunteers or participants related to an event, and cannot assume any type of liability for your event.

To support your event, USC Norris may:

- Offer advice on event planning and fundraising
- Provide information regarding current research and activities at the cancer center for distribution at the event.
- Provide a representative from the cancer center to speak about cancer research, participate in a check presentation, or to set up a booth/table at the event.
- Provide give-away items when available, depending on quantity and inventory.
- Provide tax receipts, in accordance with IRS rules and regulations, to donors who make checks payable to "USC Norris Comprehensive Cancer Center."
- An additional letter of thanks to event donors over \$100.
- Post event on the USC Norris Comprehensive Cancer Center events calendar.
- A tour for selected event participants or committee organizers and a chance to meet with faculty prior to or after the event (depending on group size).

To support your event, USC Norris cannot:

- Guarantee on-site staff, physicians, patients, or volunteers at event, but we will always try
- Release mailing list or donor or volunteer lists to an individual, company, group or organization. Also, the cancer center does not sell goods or services from outside organizations.
- Be liable for any expenses incurred by an individual or any organization involved in fundraising on behalf of the cancer center, neither can the cancer center underwrite any fundraising activities.
- Provide insurance coverage
- Provide celebrities or professional athletes
- Sign contracts
- Solicit or provide auction items or prize

Gift Processing Policy

Charitable giving is essential for the USC Norris Comprehensive Cancer Center to succeed. It enables us to provide compassionate, innovative patient care and further the cutting-edge cancer research of our scientists that leads to understanding the causes, and ultimately cures, for cancers. Our highly skilled physicians, nurses and researchers are unwaveringly dedicated to the fight against cancer and truly appreciate your generous support.

If the third party is a 501(c)3 organization:

- Checks shall be made payable to, mailed to, processed by, and receipted by the third party.
- Event proceeds shall be mailed in one check made payable to the USC Norris Comprehensive Cancer Center and sent to 1441 Eastlake Avenue, Suite 8302, Los Angeles, CA 90089.

If the third party is not a 501(c)3 organization and needs event revenue to pay for event expenses:

- Checks shall be made payable to, mailed to, and deposited into an event bank account by the third party.
- At the conclusion of the event, the proceeds shall be mailed in one check made payable to the USC Norris Comprehensive Cancer Center and sent to 1441 Eastlake Avenue, Suite 8302, Los Angeles, CA 90089.
- It shall be stated on all event materials that gifts to the event are not tax-deductible.

Note – individual donors will not receive a tax deduction or giving credit.

If the third party is not a 501(c)3 organization and wishes individual donors to receive a tax deduction for gifts made and does not need event revenue to pay for event expenses:

- Checks should be made payable to the USC Norris Comprehensive Cancer Center and sent to 1441 Eastlake Avenue, Suite 8302, Los Angeles, CA 90089.
- The USC Norris Comprehensive Cancer Center will process event checks and provide charitable giving receipts.
- Donors should be instructed to state the name of the event on the memo line of the check

Only checks payable to the USC Norris Comprehensive Cancer Center, and cash donations clearly labeled with the donors information and event they are supporting, will be provided with a tax deductible receipt in accordance with IRS and state tax regulations.

USC Norris Comprehensive Cancer Center

1441 Eastlake Avenue, Suite 8302

Los Angeles, CA 90089

Tel: 323-865-0700 Fax: 323-865-0159

<http://uscnorriscancer.usc.edu>

Thank you for your interest in raising funds for the USC Norris Comprehensive Cancer Center!