



Examples of Fundraisers

- Golf Tournament
- Community Run/Walk
- Breakfast, Luncheon or Dinner
- Silent Auction
- Ebay Auction
- Trivia Night
- Tea Party
- Craft Fair
- Denim Day
- Raffle
- Jewelry Sale
- Tea Party
- Concert
- Tennis Tournament
- Wine and Cheese Tasting
- Fashion Show
- Dance
- Marathon
- Car Wash
- Art Show
- Roller Derby
- Bake Sale
- Garage Sale
- Backyard Carnival
- Ice cream Social

Steps to Hosting a Fundraiser

1. **Brainstorm what type of event you want to organize.** Think about what kind of event would be most appropriate for your area and the audience you are hope to attract.
2. **Decide specifics.** Work with the vendor/host of your event to set a date, time and theme. Make sure you get all necessary insurance, licenses, permits or other required approval for your fundraiser.
3. **Fill out an application.** Fill out and submit the Ovarian Cancer National Alliance fundraiser application form.
4. **Form a committee.** Gather your closest family, friends and colleagues who can help support your event and are willing to organize certain parts of the fundraiser. When selecting your committee think about what value each member can bring to your event and how much time each can commit to its success.
5. **Plan a timeline.** Work with your committee to set important task deadlines as well as determine who is responsible for meeting each task deadline.
6. **Set a budget.** Set a realistic goal of how much you want to raise and identify any expenses you anticipate. Work with vendors in your community to get items donated for your fundraiser.
7. **Set up an event website.** Studies show that fundraisers that have websites that allow people to donate to them raise more money. Go to firstgiving.com and select Ovarian Cancer National Alliance as your charity. Take a few minutes to create a personalized website for your event. This website allows people to donate directly to your event and even leave comments for you. Include this website in all marketing for the event.
8. **Spread the Word.** Send emails, pass out flyers, mail invitations, post on Calendar of Events in local media and encourage your committee to reach out to their circle of contacts.
9. **Breathe.** Make sure you take time to enjoy your event and recognize that all your hard word made a difference.
10. **Debrief with your committee.** Meet with your committee to thank them for all their help, discuss what worked, and ways you can improve for the next fundraiser.
11. **Follow up with the Ovarian Cancer National Alliance.** Mail your donations and pictures to the Ovarian Cancer National Alliance.

Third-Party Fundraising Event Policies and Procedures

The Ovarian Cancer National Alliance greatly appreciates the support of its work from our friends who host fundraising events on our behalf. To ensure the event runs smoothly, please follow these simple guidelines.

The Ovarian Cancer National Alliance requires completion and return of the fundraiser application form for review and authorization at least 30 days prior to the event. The Ovarian Cancer National Alliance staff will review requests and respond to the application within 15 days of receipt of completed form.

Fundraiser Publicity and Promotion

- The Ovarian Cancer National Alliance will provide 250 symptom cards, donation envelopes and links to fact sheets, statistics and frequently asked questions. Items such as pins, teal bracelets and other awareness information can be purchased from our Online Store.
- The Ovarian Cancer National Alliance will provide you with an electronic copy of its logo in black and white and color, along with a style sheet identifying guidelines for graphic standards. The organization name to be used is “Ovarian Cancer National Alliance”; it should not be abbreviated in any text. The style guidelines will show you what is acceptable usage.
- The Ovarian Cancer National Alliance must approve the use of its logo and name in any printed and electronic materials.

Fundraiser Costs and Accounting

- All donations and event proceeds are to be delivered or mailed to the Ovarian Cancer National Alliance no later than 30 days after the fundraiser. Written accounting of the event must be available if requested by the Ovarian Cancer National Alliance.
- The amount or percentage of proceeds to be donated to the Ovarian Cancer National Alliance must be clearly communicated so the public knows what amount of their funds will directly benefit the Ovarian Cancer National Alliance.
- The Ovarian Cancer National Alliance cannot underwrite any portion of a fundraiser or event, or be responsible for any expenditure related to a third-party fundraising event.
- The Ovarian Cancer National Alliance will not incur any fundraiser-related costs. The event organizer will be solely responsible for all operational costs.
- The Ovarian Cancer National Alliance cannot release its list of supporters, survivors or donors or solicit its donors or Board of Directors to make or solicit event donations.
- The event organizer agrees not to hold the Ovarian Cancer National Alliance, its affiliates, officers, employees, agents, representatives, contractors and licensees responsible for any legal claims, losses, damages or expense that may arise as a result of this fundraiser/event.

Fundraiser Application Form

In submitting your request and description of your proposed event, please be as detailed as possible. This application can be mailed, faxed or e-mailed to the below:

Ovarian Cancer National Alliance
ATTN: Elizabeth White
901 E Street NW, Suite 405
Washington, DC 20004
Fax: 202-331-2292
Email: ewhite@ovariancancer.org

Contact Information:

Name of contact person: _____
Organization's name: _____
Contact e-mail: _____
Contact phone number: _____
Street address: _____
City: _____ State: _____ ZIP: _____

Background Information:

How did you learn about the Ovarian Cancer National Alliance? (Please check the appropriate box)

- Ovarian Cancer National Alliance Web site
- Ovarian Cancer National Alliance event
- Friend or family member
- News media (If so, please list source)
- Online search
- Other (Please name) _____

Your event description:

Fundraiser name: _____
Fundraiser date and time: _____
Location: _____
Street address: _____
City: _____ State: _____ ZIP: _____

Fundraiser duration (If this is a long campaign, please indicate Start and End dates):

Number of expected participants:

Target audiences (ex. survivors, college students etc.):

Fundraiser marketing (ex. Web site, radio, TV, print ads, etc.):

Description of fundraiser:

What percentages of the revenue collected from this event will be donated to the Ovarian Cancer National Alliance?

What materials or other support would you require from the Ovarian Cancer National Alliance? (please check the appropriate boxes):

- Symptom Cards
 Logo

By signing this form, the applicant guarantees that all promotional materials will clearly indicate the actual portion of each contribution and the overall event revenue total that will benefit the Ovarian Cancer National Alliance and any other group or organization. The applicant also ensures that all promotional materials, either bearing the Ovarian Cancer National Alliance name or logo will be submitted to the Ovarian Cancer National Alliance for approval before printing, posting or distribution. In addition, the applicant verifies compliance with the Ovarian Cancer National Alliance Third-Party Fundraising Policies and Procedures.

Signature

Date

Post Fundraiser Form

Following your event please take a few minutes to fill out the form below and mail, email or fax it with your donations. Also we would love pictures from your event to post on our web site. Please e-mail them to Liz White at lwhite@ovariancancer.org.

This post fundraiser form can be mailed, faxed or e-mailed to the below:

Ovarian Cancer National Alliance
ATTN: Elizabeth White
901 E Street NW, Suite 405
Washington, DC 20004
Fax: 202-331-2292
Email: ewhite@ovariancancer.org

Contact Information:

Name of contact person: _____
Organization's name: _____
Contact e-mail: _____
Contact phone number: _____
Street address: _____
City: _____ State: _____ ZIP: _____

Your event description:

Fundraiser name: _____
Fundraiser date and time: _____
Location: _____
Street address: _____
City: _____ State: _____ ZIP: _____

Number of participants: _____

Any additional comments about the event:

I have enclosed a donation of \$ _____ from our fundraiser. If the donation is in memory or honor of someone please print their name and address of who we can send an acknowledgement to.