

## **Maine Breast Cancer Coalition - Fundraiser Guidelines and Policies and Fundraiser Registration Form**

Thank you for considering Maine Breast Cancer Coalition (MBCC) as the beneficiary of your proposed fundraising activity. Please choose **one** of the following two ways to register your fundraiser:

**1. Online:** Click on “Fundraise” on the “How You Can Help” menu at [www.mainebreastcancer.org](http://www.mainebreastcancer.org), or go directly to our Fundraise page at <http://www.mainebreastcancer.org/help/fundraise.cfm>

**Or ...**

**2. In hard-copy:** You may also download and print a hard-copy version of the registration form, or call us at 1-800-928-2644 to request that a form be mailed to you. After completing the hard-copy form, please mail pages 3 and 4 of the form to MBCC at the following address. Or, you may scan and email the form as an attachment to [info@mainebreastcancer.org](mailto:info@mainebreastcancer.org).

Fundraiser Registration Coordinator  
Maine Breast Cancer Coalition  
499 Broadway, PMB 362  
Bangor, Maine 04401

*The Maine Breast Cancer Coalition is a 501(c)(3) non-profit organization. Donations are tax-deductible to the extent allowed by law. We can provide our 501(c)(3) identification number upon request.*

### ***We would like you to be aware of the following Fundraiser Guidelines and Policies:***

- If you plan to specify that the fundraising event or initiative benefits MBCC or you wish to use our name and/or logo, you must register your fundraiser with us.
- MBCC must pre-approve any promotional material using our name or logo created for the event or promotion prior to distribution. Material to be pre-approved includes, but is not limited to, invitations, press releases, newspaper or newsletter articles, websites and web content (i.e. Facebook, Twitter, etc.) merchandise, etc.
- The amount per item or percentage of the proceeds from sales to benefit Maine Breast Cancer Coalition must be posted at the point of purchase (for example, \$1 per ticket, \$10 per item, or 20% of each purchase or ticket). You may set your own dollar amounts and percentages; those listed above are only examples.
- If, after reading these “Guidelines and Policies” and the “Fundraiser Registration Form”, you do not wish to register your fundraiser with us, there is another option. You could choose to not use our name or logo, and instead publicize that funds raised will go to a local breast cancer non-profit organization. We would be honored to receive the funds raised and would publicly recognize your donation.

***Maine Breast Cancer Coalition can:***

- post a news item with a description of the event on our website and Facebook page.
- post a link from our website to the home page of the organizer's site (if applicable).
- if possible, send a representative to the event or attend a check presentation if requested by the fundraiser organizer. We are not able to guarantee that an MBCC representative will be available, but we will try our best. Please make requests well in advance.
- publicly recognize your donation on our website and Facebook page if you wish.

***Maine Breast Cancer Coalition cannot:***

- mail invitations to our members or allow the use of our mailing lists.
- solicit sponsorships or donations for the event.
- serve on an event organizing/planning committee.
- serve in a leadership role at the event.
- have decision-making authority at the event or over event operators.
- sell tickets, accept admission fees, or otherwise handle event proceeds.
- pay the event expenses or reimburse the fundraisers for event expenses.
- allow event admission or ticket sales or sponsorships to be paid directly to MBCC
- accept cash donations. Checks should be made payable to "Maine Breast Cancer Coalition".

After your registration form has been reviewed and approved, you will be sent a *Fundraiser Agreement Letter* to sign and return to MBCC. Please allow several days for this process. This *Fundraiser Agreement Letter* is not a binding contract, but will serve as an understanding between you and MBCC of the scope and means by which you or your organization proposes to raise funds for donation to Maine Breast Cancer Coalition.

Part of the *Fundraiser Agreement Letter* will be our request that you send your donation to MBCC within 30 days of the date of the fundraising event, or in the case of long-term campaigns, within 30 days after the total proceeds have been received.

## Maine Breast Cancer Coalition - Fundraiser Registration Form

*Please answer all questions on pages 3 and 4. Please print clearly.*

1. Today's Date \_\_\_\_\_

2. Name of business, group or individual proposing fundraising activity

\_\_\_\_\_

3. Type of business (if applicable) \_\_\_\_\_

4. Website address (if applicable) \_\_\_\_\_

5. Name of contact person \_\_\_\_\_

6. Email address of contact person \_\_\_\_\_

7. Telephone number(s) of contact person \_\_\_\_\_

8. Mailing address of business, group, or contact person \_\_\_\_\_

\_\_\_\_\_

9. Describe your event/idea/program, including how, specifically, the funds will be raised  
(pledges, sales, donations, etc.)

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10. Location where event will be held (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Date, time and/or duration of event (several hours, one day, one month, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. How do you or your group propose to use Maine Breast Cancer Coalition's name (solicitation letters, invitations, flyers, press releases, point-of-purchase materials, website, newsletter, other) to publicize your event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please mail pages 3 and 4 of this form to MBCC at:*

Fundraiser Registration Coordinator  
Maine Breast Cancer Coalition  
499 Broadway, PMB 362  
Bangor, Maine 04401

Or, you may scan and email the form as an attachment to [info@mainebreastcancer.org](mailto:info@mainebreastcancer.org).

***Thank you again for your interest in holding a fundraiser to benefit the Maine Breast Cancer Coalition and for your time in preparing this registration form.***