

Host a *JustOne* fundraising event!

Hosting a fundraising event can be an exciting and fun way to support the Cutaneous Lymphoma Foundation. We've created a list of ideas and resources to help you plan and host a successful event.

Fundraising Event Ideas

The following are a list of possible types of fundraising events to help you think about what type of event you would like to host. We encourage you to develop your own ideas or use these suggestions. The best events are the ones you are most excited and motivated to host. And, as always, contact our office for help, guidance or just to run your idea by us. The staff is very willing to help anyone who needs it.

Art Show	Garden Tour
Auction	Golf Tournament
Bake Sale	Halloween Party
Barbeque	Masked Ball
Benefit Concert	Mile Run
Bike-A-Thon	Princess Tea/Superheroes Party
Birthday Party	Prize Drawing
Black and White Ball	Progressive Dinner
Book Sale	Services for Sale
Bowl-A-Thon	School Fundraisers
Car Wash	Spaghetti Dinner
Carnival	Teen Dance
Children's Party	Tennis Tournament
Craft Fair	Trivia Night
Dance-A-Thon	Valentine Dance
Easter Egg Hunt	Walk-A-Thon
Fashion Show	Wine & Cheese Tasting Party
Garage/Yard Sale	

1. Garage/Yard Sales, Everyone has junk to get rid of; however they don't have the time or inclination to figure out what to do with it. This is an easy way for them to clean out their basement, garage or attic. As you know, "your junk can be someone else's treasure." As the host, you select the date for a neighborhood garage sale. Put flyers in neighbor mailboxes and call your friends. Ask them to bring their items to your home during the week before the garage sale. Organize the items with prices and stickers. Keep a log of who donated what. Later you can provide them with a list of their items that sold, which will be their actual donation to the Cutaneous Lymphoma Foundation. You should also provide brochures and information about the Foundation to all purchasers and donors. You will not only be raising money for a good cause, but you will be

educating the public about cutaneous lymphoma. Shortly after the garage sale, send a flyer out to those who donated to let them know the amount of money raised for the Foundation. This will make them feel good about helping. They will also be happy to have cleared out their garage, attic or basement.

2. Any “A-Thon”, Read, skate, walk, bike, swim, bowl, etc. These are all great ways to raise funds and spread awareness. At some point, mostly everyone has been involved in or witnessed an “a-thon”. These events are fun to plan and attract a larger amount of participants. Two examples:

- **Read-A-Thon:** This event can be done during the summer months when students are off from school or it can be organized during the school year. Simply recruit a group of individuals to participate in a book-reading program. They can ask for a flat donation for their efforts or receive a “pledged” amount per book. For example, his or her uncle may pledge to pay \$5 for every book read from June through August. At the end of August, the reader informs his or her uncle that they read five books. The uncle would then donate \$25 to the Foundation.
- **Walk-A-Thon:** This event can be adapted to fit other types of activities such as biking, bowling, skating or running. First you must select a location to host the event. After the date is determined, solicit sponsors for the event to help defray your costs. For instance, find someone to donate and print t-shirts, which can be given to each participant as a “thank you” for their help. Ask your supermarket for bottles of water. Ask your produce market to donate bananas and apples as a healthy snack. Find a donor to pay for port-a-potty rentals or ask the company to donate them. Place signs in public places, community bulletins, newspapers, etc. Recruit walkers (skaters, bikers, runners) and have them solicit donations from their family, friends, co-workers, etc. to support them in the event. It can be a flat donation or a pledged donation for the number of miles walked or laps skated. These events can be turned into annual events if done well. Once you host the first year, the event becomes easier each year after that.

3. Host a bake or candy sale.

4. Volunteer and organize a dance where a percentage of the admission ticket will be donated to the Cutaneous Lymphoma Foundation.

5. Profit-Sharing: Many companies offer profit-sharing opportunities. Commonly known organizations such as Tupperware, Longaberger Baskets, Southern Living, Party Lite and The Pampered Chef have programs to give back to charity. There are many others, too. As the host of a party at your home, a percentage of the sales will be donated back to the charity of your choice. It does not require a lot of work on your part because the company consultant runs the show at your home. All you need to do is provide snacks and invite your friends. They will be receiving a quality product while supporting the Cutaneous Lymphoma Foundation.

6. Car Wash: This is a really fun way to raise money for the Cutaneous Lymphoma Foundation. Find a location where you can host your own car wash. Make sure there is access to a water spigot for your hose. Recruit a group of people to wash cars. Have someone donate the soap, buckets and rags. Make colorful posters and hang them up around your town. When the driver arrives, provide them with a brochure about the Cutaneous Lymphoma Foundation. Ask them for a donation to have their car washed; making sure the minimum amount is \$5. You may find some people will donate more than \$5. Remember to do a good job so the donor feels they received their money's worth. Once again, you will be raising money for the Foundation and educating your community about cutaneous lymphoma.

7. The Holidays: The holiday season is a time of good cheer and sharing, and a good time for fundraising. People are in the mood to spread their good fortune and what better way to spread their good fortune than to help the Cutaneous Lymphoma Foundation? People spend a lot of money at this time of year on presents, decorations, travel and many other reasons. Try to think of a way to turn the holiday season into a fundraiser that helps people to get what they want, while raising money for the Foundation. Selling merchandise such as first aid kits are a thoughtful and unusual gift idea. Gift wrapping paper is an essential item that could also be sold. You could consider flower seeds, t-shirts or candles. So the secret to successful fundraising during the holiday time is to provide a product that people are going to buy, anyway, instead of the profits going to a company-they go to the Foundation.

8. Combine with Others: Try to coordinate some fundraising activity in conjunction with other local fundraisers or civic organizations, such as the Rotary, Lions and Kiwanis Clubs. Other groups who support community projects include the Boy Scouts, Girl Scouts and 4-H Club. While you may have to share the money raised, you may also reach a wider section of the community, which may lead to a better financial outcome than if you chose to 'go it alone.'

9. College Sororities/Fraternities: These groups sometimes do fundraising and charity work for whatever organization they have "adopted." They may sponsor or host an event, or may provide the "manpower" you need for an event you have organized.

10. Dinner Party: If you love entertaining, this is the event for you! Invite your friends, family and colleagues over for a dinner party and ask guests to make a donation to the Cutaneous Lymphoma Foundation as a gift for their participation in the evening. The Foundation can provide you with an informational video to play at the party along with educational materials, making it an enjoyable night of education and inspiration.

11. Walk, Run or Bike Event: Plan a walk, run or bike event in your community. Walkers, runners and bikers can purchase signature Cutaneous Lymphoma Foundation t-shirts or bike jerseys to wear during the event. These events are fantastic for building awareness and support for our work.

12. Golf Tournament: Do you have friends and colleagues who would love to hit the links to benefit a great cause? Then holding a golf tournament would be a perfect third-party event for you to organize! Proceeds from foursome sales, sponsorships, auctions, program book ads and donations all add up to fantastic support for the Cutaneous Lymphoma Foundation while having a lot of fun, too.

13. Bowling Event: Plan a fun day or evening out bowling with friends and family. Funds can be raised through participation fees, a silent auction and raffles.

14. Auction: Plan your own auction by inviting friends and family to donate antiques, art, sports memorabilia, gift baskets or anything else they may wish – anything can be auctioned off.

15. Seasonal and Birthday Celebrations: Encourage friends and family to make donations to the Cutaneous Lymphoma Foundation in lieu of gifts at the holidays and for birthday celebrations --- a very special and meaningful way to support our mission.

16. Company Jeans Days: Designate days at your office as jeans days or casual days to benefit the Cutaneous Lymphoma Foundation where employees donate a specific amount, perhaps \$5 or \$10, in exchange for their ability to wear jeans that day.

17. Participating in an Athletic Event (5 or 10K, 1/2 marathon, marathon, triathlon, cycling, rowing, etc). Using the CLF fundraising online tools, set-up your personal page and let your family and friends know that you are participating and raising funds as well as awareness for cutaneous lymphoma.

Now that you've selected an event that suits your personality, comfort level and community interest, it will be helpful to follow the steps provided by the Cutaneous Lymphoma Foundation to make your event a success.

Set your goals and then expand them into a plan. This will help organize the details you will need to set up your event. Review this list often - you may find that you forgot something or want to change an element (for example: cancel the DJ and recruit a local backyard band).

For more information, contact Tina Collins, Community Development Manager, at tina@clfoundation.org or call 248.644.9014, ext. 5.

Resources

Materials Available for your Event: Treatment Guide, Fast Facts, Forums, Research Report, Patient's Guide to Cutaneous Lymphoma

Staff: Cutaneous Lymphoma Foundation Contact Information

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Cutaneous Lymphoma Foundation Fundraising Event Agreement

This agreement is between an interested organization/individual or group and the Cutaneous Lymphoma Foundation (CLF). An event is any fundraising activity conducted by an individual or group where the CLF has no fiduciary responsibilities, liability and little or no staff involvement.

By signing the Event Agreement, the event organizer (“Organizer”) agrees to the following requirements:

Planning

A timetable, budget and action plan must be created and shared with the Cutaneous Lymphoma Foundation at least three months before the event.

The Cutaneous Lymphoma Foundation reserves the right to decline endorsement of any event that is not aligned with the mission or within the scope of the appropriate fundraising policies and procedures of the CLF.

A post event report must be submitted within 60 days following the activity, which includes:

Financial Report

List the budgeted and actual results for each source of revenue and each category of expense. Please comment on any significant discrepancies.

Additional Documentation (optional and when applicable):

1. Sponsor List: List all the event sponsors and the amounts contributed.
2. Participant List: List the names of all the individuals participating in the event.
3. In-Kind Contributor List: List the names of all the in-kind donors and the items donated.

Media Report

Summarize any media coverage received and, if available, attach copies of articles, ads, etc. Collect copies of brochures, invitations, flyers and any other printed materials. By sharing this information, the Organizer agrees to allow the CLF to publish the documentation through their media channels and in other printed materials. The CLF

also reserves the right to modify and edit any materials to keep aligned with branding and marketing policies.

Donations

Only donations made directly to the Cutaneous Lymphoma Foundation will receive an acknowledgment letter from the CLF for tax purpose; all donations made to the event or Organizer will not be tax deductible under the Cutaneous Lymphoma Foundation 501(c)3. In the event the Organizer collects checks written to the Cutaneous Lymphoma Foundation, a corresponding spreadsheet listing is required.

Promotion

The event will be promoted and conducted in a manner to avoid statement or appearance of the Cutaneous Lymphoma Foundation's endorsement of any product, firm, organization, individual or service.

The Cutaneous Lymphoma Foundation reserves the right to decline any underwriting and/or sponsorship when it believes that the association may negatively reflect on the CLF. All promotional materials must clearly state the agreed to terms for the way the donations will be provided to the CLF as outlined in the CLF Event Application form. The official logo of the CLF should be used appropriately in conjunction with the event and requires pre-approval from the CLF staff. Logos may not be altered in typeface, color, configuration and/or position. Any use of the logos must adhere to established graphic standards. When using the CLF name on the event materials, the reference should always be "Cutaneous Lymphoma Foundation."

Promotion through the Cutaneous Lymphoma Foundation's social media channels of the event may be provided. This is a coordinated effort between the event organizer and the CLF supporting staff.

Liability

The Cutaneous Lymphoma Foundation is not financially liable for expenses incurred as part of the event.

The Organizer is responsible for ensuring the event is following all local, county, state and federal laws including but not limited to securing the proper licensing.

Insurance

The organizer is responsible for researching any requirement for and obtaining any necessary liability insurance coverage for their event.

Auction

If the event is holding an auction and the Cutaneous Lymphoma Foundation is the direct beneficiary of the funds received from the auction, the following documentation is required in order to facilitate the donation acknowledgement process:

1. Participant list names and contact information
2. Items with detailed description and monetary values.

If the Organizer is using another company for consignment items, the sole responsibility for those items is with the Organizer. The CLF is not financially liable for any items purchased through consignment. If the CLF will be receiving funds directly and administering the checkout process, it is the responsibility of the Organizer to have sufficient volunteers to help in the checkout process (i.e. runners, cash out procedures, along with a method for printing checkout materials, bid numbers and other materials required for processing.)

THE ABOVE GUIDELINES HAVE BEEN READ, UNDERSTOOD AND AGREED TO BY:

Print Name _____

Signature _____ Date _____

Event Name _____