



January 13, 2020

Julio Andrade
2 Shadow Ridge Dr
Carolina, RI 02812

Dear Julio:

Thank you for your interest in organizing Brunch, Munch, and Punch-Out Cancer to benefit Dana-Farber Cancer Institute and the Jimmy Fund. We are happy to let you know that Brunch, Munch, and Punch-Out Cancer has been approved, and we encourage you to use the name(s) and logo(s) of Dana-Farber Cancer Institute and the Jimmy Fund in your fundraising materials. It is because of your dedication and commitment that Dana-Farber is able to advance in the fight against cancer.

As you move forward, please adhere to the following:

- **Prior to printing and distribution**, please send along all materials using the name(s) and logo(s) of Dana-Farber Cancer Institute and the Jimmy Fund for review.
- Please review Dana-Farber's opportunity drawing guidelines. Raffles are not permitted on behalf of Dana-Farber Cancer Institute and the Jimmy Fund. By following these guidelines, this will help ensure that you will have a positive fundraising experience and is recommended to ensure future collaboration under the Dana-Farber umbrella. Please contact your event liaison if you have any questions about these guidelines.
- Please submit event proceeds on or before May 13, 2020. We have enclosed a checklist to help you keep track of your event-related materials. This will ensure that acknowledgements are sent to your event donors in a timely manner.
- Volunteers should always represent Dana-Farber Cancer Institute and the Jimmy Fund in a positive light. Approval of Brunch, Munch, and Punch-Out Cancer is contingent upon your understanding and adherence to all applicable local, state, and federal laws and regulations.

We encourage you to share this letter with potential donors, vendors, and sponsors as you solicit support for your event. We are excited to work with you on Brunch, Munch, and Punch-Out Cancer. Please feel free to contact your event liaison, Colleen Laughter at 617-582-8107 at any point throughout the planning process if you have any questions or concerns. We are always happy to provide guidance and support! Thank you again for supporting Dana-Farber Cancer Institute and the Jimmy Fund.

Warm regards,



Alyssa Berman
Assistant Director, Event Compliance

Fundraising Guidelines

When conducting a volunteer fundraising event to benefit Dana-Farber Cancer Institute and the Jimmy Fund (“DFCI”), volunteers are expected to adhere to the following guidelines. Adherence to these guidelines will help you to have a positive fundraising experience and is especially important to ensure future collaboration under the DFCI umbrella:

- Volunteer fundraising events should complement the mission and image of DFCI. Under no circumstances may an event associate itself with a tobacco company or product. DFCI does not allow gambling, alcohol-themed events, and certain events containing an element of risk. Raffles shall not be permitted. Opportunity drawings, however, may be conducted in lieu of raffles. Please request a copy of DFCI’s opportunity drawing guidelines from your event liaison.
- The estimated cost per dollar raised should be less than 50%. DFCI works very hard to maintain a cost of funds raised of 10% and expects its volunteers to do the same – every penny counts in the fight against cancer!
- DFCI’s name(s) and logo(s) may be used only with DFCI’s prior written approval. Once your event is approved, you’ll be able to use the appropriate name and logo in your marketing materials. Your event liaison should review all event-related materials prior to printing and distribution.
- It is important to disclose to event participants the portion of event-related gifts and registration fees that is tax deductible. Fair market values for auction items and opportunity drawing prizes should also be disclosed to event participants. No items should be listed as priceless.
- Any services to be rendered in relation to this event shall not create an employer-employee relationship, a legal partnership or joint venture between the volunteer and DFCI.
- Volunteer fundraising events shall comply fully with all relevant local, state, and federal laws, rules and regulations.
- Event proceeds and associated paperwork shall be submitted within **45 days** of the event date listed.
- Volunteer(s) shall not benefit in some way other than goodwill or retain any portion of event-related proceeds as personal profit or compensation for personal services. Proceeds shall not be controlled or deposited into any bank account without DFCI’s prior written approval.
- Financial and in-kind contributions to third-parties will not receive a tax receipt from DFCI.
- Volunteers agree to indemnify and hold harmless DFCI and its officers, directors, agents, successors, heirs and assigns (“the DFCI Parties”) against any liability, damage, loss or expense incurred by or imposed upon the DFCI Parties or any one of them in connection with the event.
- DFCI works closely with several corporations and foundations to raise crucial funds through sponsorship and grant proposals. Please touch base with your event liaison before soliciting sponsorship or grant funding to avoid duplicative efforts.
- Although DFCI’s event liaisons are here to help make your event as successful as possible, there are limitations to DFCI’s available resources and there are certain things that DFCI cannot provide. DFCI cannot enter into direct sponsorship of an event or recruit sponsors for you. Further, DFCI cannot provide any financial support or reimburse volunteers for expenses incurred. DFCI does not maintain an inventory of auction items and is unable to provide access to memorabilia, professional athletes or celebrities. DFCI’s internal event liaisons can, however, help you brainstorm event-related ideas and point you in the right direction. Speak to your event liaison about what else DFCI can do for you.

Thank you for your interest in organizing a fundraising event to benefit Dana-Farber Cancer Institute and the Jimmy Fund. Your efforts to help Dana-Farber accomplish its mission to eradicate cancer are very much needed and appreciated.

Recognized Event Checklist

Thank you for holding a fundraising event to benefit Dana-Farber Cancer Institute and the Jimmy Fund (“DFCI”)! This checklist is a resource for you to ensure that your event will be as successful as possible, and that it meets all of DFCI’s event requirements. Please feel free to contact your event liaison if you have any questions!

Leading Up To/During Your Event:

- Submit all marketing materials using DFCI’s name and/or logo(s) to your event liaison for review prior to distribution.
- Collect checks made payable to “Dana-Farber Cancer Institute” and/or “The Jimmy Fund.” No event proceeds may be deposited into a bank account and all proceeds should be submitted directly to DFCI.
- Convert cash proceeds to a money order made payable to “Dana-Farber Cancer Institute” and/or “The Jimmy Fund.” Use the event’s name on the money order, and you can pay for the money order from the cash received.
- Pay for any expenses out of cash collected at the event, or collect separate checks made payable to yourself to cover expenses.

After Your Event:

- Submit all proceeds within 45 days of your event to Amy Lusa at the address listed below. DFCI will ensure that all proceeds are deposited correctly and that all tax receipts are issued.

Mailing Address: Dana-Farber Cancer Institute
Attn: Amy Lusa
10 Brookline Place West, 6th Floor
Brookline, MA 02445

Please contact Alyssa Berman at DFCI_TPE@dfci.harvard.edu with any questions about submitting your event proceeds. Your event liaison is also available to answer any questions you may have throughout the process. Please contact your event liaison once you are ready to begin planning for next year’s event – and thank you again for supporting DFCI.