

Guidelines for Conducting
Special Events, Benefits or Promotions to Benefit
The El Paso Affiliate of Susan G. Komen for the Cure®

Thank you for your interest in benefiting the El Paso Affiliate of Susan G. Komen for the Cure® (“Komen El Paso Affiliate”). Donations to the Komen El Paso Affiliate are an important vehicle in advancing our promise to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures.

Below are guidelines that may be useful as you consider conducting an event, benefit or promotion (“event”) to benefit the Komen El Paso Affiliate. It will be necessary for you to first complete and submit an application giving us certain information about the proposed event. (A copy of the application can be downloaded from our website). Once the application has been submitted, it will be reviewed by a committee of the Komen El Paso Affiliate. We will do our best to contact you within approximately 30 days with the committee’s decision. Please do not move forward with your plans, however, until you have been notified of the committee’s decision.

Please note that while the Komen El Paso Affiliate may be able to provide guidance for your event, we are generally unable to provide administrative or logistical assistance for the event (e.g., distributing invitations, compiling RSVP’s, selling tickets, sitting on steering committees, etc.). If the event is approved, you should be prepared to provide all of the support necessary to organize and conduct the event, including committing all funds required for the event.

Things to consider before you submit an application...

- As a responsible steward of public funds, the Komen El Paso Affiliate works to keep our expenses at or below 25% of our gross revenue as we advance our promise to end breast cancer forever. Likewise, we expect any individual or organization that organizes and conducts an event to benefit us to ensure that the expenses incurred in connection with the event do not exceed 25% of the gross revenue generated by the event. Exceptions may sometimes be made for first-year events, on a case-by case basis.
- A Letter of Agreement must be negotiated and signed by both you and the Komen El Paso Affiliate before you can begin planning or promoting the event.
- You will be responsible for obtaining any necessary permits for the event, and for obtaining general liability insurance for your event. The following entities must be named as additional insureds on the liability insurance for the event:

The Susan G. Komen Breast Cancer Foundation, Inc.
5005 LBJ Freeway, Suite 250
Dallas, TX 75244

The Susan G. Komen Breast Cancer Foundation El Paso Affiliate
1700 Murchison, Ste. 207
El Paso, TX 79902

If you conduct an athletic or sporting event, you must require all participants to sign a waiver/release and must retain those waivers/releases for an agreed-upon period of time following the event.

- All products or other item(s) that will be sold at or in connection with the event must be non-controversial in nature and approved in advance by the Komen El Paso Affiliate.
- The Komen El Paso Affiliate works with various underwriters and sponsors in connection with events that we conduct. In order to ensure that there is no conflict with our sponsors or underwriters, you must inform us of any potential event sponsors or underwriters for your event before you secure them.

Other things to keep in mind. . .

- You must obtain written permission from the Komen El Paso Affiliate to use Komen's name, logo and/or trademarks. **Completion of the Application for Special Events, Benefits, or Promotions does not constitute permission from the Komen El Paso Affiliate to use Komen's name, logo or trademarks.** If your application is approved, a Letter of Agreement will be negotiated and signed by the parties; you may use Komen's name, logo and trademarks in accordance with the terms of that executed agreement. All references to Komen in publicity and promotional materials, on tickets, invitations, etc. should say:
 - ◇ The El Paso Affiliate of Susan G. Komen for the Cure® (for the first reference)
 - ◇ Komen El Paso Affiliate (This is acceptable for subsequent references.)
- You will need to be prepared to create and disseminate all publicity for the event.
- All publicity material related to the event must be reviewed and approved by the Affiliate *before it is printed or distributed*. This includes, but is not limited to, invitations, press releases, newspaper or newsletter articles, merchandise, etc.
- In accordance with the Better Business Bureau Wise Giving Alliance's guidelines for charitable promotions, all advertising and promotional materials for your event must clearly disclose to the public the specific amount of money from the consumer's purchase that will be donated to the Komen El Paso Affiliate (e.g., "\$10 of each ticket purchased," "10% of the sales price of this product," etc.).

Making your donation...

- It will be necessary for you to provide us with a check for the event proceeds, along with an accounting of those proceeds, within an agreed-upon time (e.g., 30 days) following conclusion of the event.
- Sponsors, underwriters, attendees and participants must make their payment for the event directly to you, as the individual or organization conducting the event. **You cannot offer sponsors, underwriters, participants or attendees the option of writing their checks for the event directly to the Komen El Paso Affiliate for tax purposes, or otherwise allow them to make their event payment directly to the Komen El Paso Affiliate.** You also may not make any other statement or take any action which would imply that those payments are tax-deductible.
- If a sponsor, underwriter, attendee or participant is interested in making a donation directly to the Komen El Paso Affiliate (separate and apart from the event fee), we will be pleased to accept and acknowledge those donations.
- Last year, events organized and conducted by 3rd parties accounted for \$37,000 of our total revenue. We sincerely appreciate your desire to support the Komen El Paso Affiliate and our promise to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures.

Application to Conduct a Special Event, Benefit, or
Promotion
to benefit the El Paso
Affiliate of Susan G. Komen for the Cure®

Affiliate Name:

Date of Application:

Organization or Group:

Contact:

Email:

Address:

City, State, Zip:

Daytime Phone:

Fax: _____

Name of Proposed Event:

Description of Proposed Event (Attach addendum if extra space is needed.)

Date/Time/Location: _____ Rain date (if an event): _____

How will you generate money? (Attach addendum if extra space is needed.)

Potential Sponsors/Underwriters: (Attach addendum if extra space is needed.)

Budget Information: (Please attach details)

Projected Income:

Projected Expenses:

Projected Donation:

Publicity/Promotion: (Please list all areas, i.e. brochures, radio, print ads, television, etc.) (Attach addendum if extra space is needed.)

Insurance: (Copies of necessary insurance with Komen listed as additional insured must be submitted to the Komen El Paso Affiliate 30 days prior to the event)

Company:

Type and Amount:

Please note: If a sporting event, copy of participant waiver must be submitted 30 days prior to event.

Will other charitable organizations benefit? If so, please name and describe extent.

Assistance needed from the Komen El Paso Affiliate:

Applicant has read the attached Guidelines for Conducting Special Events, Benefits or Promotions to Benefit the Komen El Paso Affiliate and agrees to abide by them. Applicant understands that approval must be granted by Komen El Paso Affiliate and a Letter of Agreement must be executed by the parties before Applicant can plan or promote the proposed event. The El Paso Affiliate of the Susan G. Komen for the Cure® shall not be liable to any vendor or other third party for any fees, costs, or payments of any kind associated with the event, and Applicant agrees to indemnify and hold harmless the Komen El Paso Affiliate against any such claims by third parties or vendors for said fees, costs, or payments.

Applicant Signature:

Please read the attached guidelines before completing this application. Once completed, send the application 90 days prior to event to:

*Susan G. Komen for the Cure
Attn: John Payne
1700 Murchison, Ste.207
El Paso, TX 79902*

You may fax the application form to 533.4464 or e-mail jpayne@elpasokomen.org
If you have any questions about the guidelines or application please call 915.
533.4433