



Charitable Special Events or Promotions Benefiting Komen San Antonio Affiliate

Thank you for your interest in supporting Susan G. Komen for the Cure San Antonio Affiliate. Our mission is a world without breast cancer!

Contributions are important to our organization as we continue the fight against this indiscriminate disease. Please read through the following guidelines to determine if your project is a match with Komen San Antonio Affiliate. If so, please submit a cover letter and completed application (see attached) by fax to 210.222.9766, by mail to Komen San Antonio Affiliate, P. O. Box 6678, San Antonio, Texas 78209, or by e-mail to kim@sakomen.net.

Once the cover letter and application are received, the project will be submitted for consideration and approval. Notification will be forwarded no more than two weeks after the proposal is received.

GUIDELINES

1. As a responsible steward of public funds, the Komen for the Cure believes that a reasonable percentage of the gross revenues from all fundraising events should be directed to our mission. Therefore, a third party that organizes an event to benefit the Komen San Antonio Affiliate is required to keep expenses to 25 percent or less of gross revenue. Exceptions may be made for first year events and on a case-by-case basis.

2. All events held at a specific location require the necessary permits and insurance will be required. The following entities must be added as additional insured:

Susan G. Komen for the Cure
5005 LBJ Freeway, Suite 250
Dallas, Texas 75244

Susan G. Komen for the Cure San Antonio Affiliate
P. O. Box 6678
San Antonio, Texas 78209

Another requirement for sporting events is a signed waiver/release from all participants. Should a sporting event be approved, Komen San Antonio Affiliate will provide necessary wording for waiver/release.

3. If a third party sells an item as a fundraiser for Komen San Antonio Affiliate, the item to be sold must be non-controversial in nature. The public must be told the specific dollar amount from the sale of each item that goes to the Komen San Antonio Affiliate, i.e. \$10 per item sold. If a certain percentage of the sale of an item or ticket goes to the Affiliate, the public must be told the specific percentage that benefits Komen San Antonio Affiliate.

4. A third party must request written permission to use Komen's name and/or logo (submission of cover letter and application constitutes such a request). All references to the Foundation in publicity and promotional materials, on tickets, invitations, etc. should say:

First reference – Susan G. Komen for the Cure San Antonio Affiliate

Subsequent references – Komen San Antonio Affiliate

5. All promotional material related to an event benefiting the Komen San Antonio Affiliate must be reviewed and approved by the Affiliate prior to its production and distribution. This includes, but is not limited to, invitations, news releases, newspaper or newsletter articles, etc.

6. Third parties must inform the Komen San Antonio Affiliate of any effort to recruit financial underwriters/sponsors in order to ensure that there is no duplication of underwriting efforts.

7. Komen San Antonio cannot share our mailing lists. However, approved third party events may be posted on the Affiliate website.

8. The Komen San Antonio Affiliate is not able to handle any administrative aspects of Third Party Events. While we are able to give you guidance about your event, we do not have the staff to handle administrative tasks such as invitation distribution, compiling RSVPs or selling tickets.

9. Organizers of the event are responsible for complying with all IRS regulations regarding the event. Komen San Antonio Affiliate can provide some information and guidelines.

10. Organizers of the event should be prepared to initiate publicity for this promotion and commit, if necessary, funds from its advertising budget.

11. Event proceeds and an accounting must be provided within 60 days after the conclusion of the special event or promotion. One check to Komen San Antonio Affiliate is preferred. However, if the contribution is from several donors, please provide a listing/Excel spreadsheet detailing the donor names, addresses, amount of gift and check numbers to:

Komen San Antonio Affiliate

P. O. Box 6678

San Antonio, Texas 78209