



### **Third Party Events/Initiatives General Information and Guidelines**

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

Contributions are important to our organization as we continue the fight to end 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 complete the application and submit by fax to 210-222-9766 or email to [info@sakomen.net](mailto:info@sakomen.net).

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

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.

For all events or sales that anticipate net income less than \$500, the Affiliate encourages the organization, individual or entity to consider the Passionately Pink for the Cure. More information about this program can be found on [www.komensanantonio.org](http://www.komensanantonio.org), under Get Involved and Fundraising for Komen. For events or sales that anticipate a net income of \$500 or more, the Affiliate will grant the use of our name. For events or sales that anticipate a net income of \$2,500 or more, the Affiliate will grant the use of our logo.

The Affiliate requires all Third Party Fundraisers to:

1. Complete an application and fax to 210-222-9766 or email [info@sakomen.net](mailto:info@sakomen.net)
2. Once the event or sale is approved, a Third Party Agreement Contract must be signed immediately.
3. Ensure sponsors, attendees and participants make their payments to you as the entity conducting the event or sale. You cannot offer participants the option of direct payment to the Affiliate for tax purposes; we are not able to issue tax receipts for third party events.
4. Inform us of any potential event sponsors or underwriters for your event or sale before you secure them to avoid conflict with established connections the Affiliate may have.
5. If the event consists of a sporting event, ALL participants must sign a waiver form (sample form can be provided).
6. Submit payment by check within 60 days following the conclusion of the event or sale.

If insurance is required for your event or sale, at the minimum, the Third Party Fundraiser must present proof of comprehensive general liability insurance in the amount of one million dollars (\$1,000,000) which covers liability for bodily injury, property damage or death arising out of the third party event or sale. At the discretion of the Komen San Antonio Affiliate, you may be required to name the following as Additional Insured on your policy solely with respect to the sale or event:

1. Susan G. Komen for the Cure, 5005 LBJ Freeway, Suite 250, Dallas, Texas 75244 AND
2. The San Antonio Affiliate of Susan G. Komen for the Cure, P.O. Box 6678, San Antonio, Texas 78209

The event or sale will not be approved until the required insurance documents are received in the Komen San Antonio Affiliate office.

All Third Party Agreement applications must clearly state a specific percentage of net revenue or a specific dollar amount that they will contribute to Komen San Antonio Affiliate. For example, \$10 of each ticket sold or 10% of the sales price of this product, etc.

**The San Antonio Affiliate of Susan G. Komen for the Cure®**  
**Third Party Events/Initiatives**  
(Please keep in mind that on some occasions these may overlap)

**Category 1: Special events, benefits, promotions, franchise promotions and sporting events**

**Level 1:** Entities conducting the event include, but are not limited to corporations, franchises, self-insured entities, state-funded schools and ALL sporting events

- Proceeds benefit the Komen San Antonio Affiliate with a minimum anticipated donation of equal to or more than \$2,500.
- Proof of insurance for the event. WILL BE REQUIRED, NO EXCEPTIONS.
- All sporting events require naming of the San Antonio Affiliate and Susan G. Komen for the Cure as Additional Insured on Fundraiser's insurance policy solely with respect to the event.
- If a sporting event, waiver forms must be signed by ALL event participants and kept on file by the Third Party Fundraiser.
- Benefits from the Affiliate include:
  - Permission to use the Affiliate name and/or logo. **Please remember that all marketing material have to be approved BEFORE printing.**
  - Komen San Antonio cannot share our mailing list. However, information posted on "Komen Activities" page of the Affiliate website under "Get Involved". Also posted on "Affiliate Spotlight" page of Affiliate website under "About Us".
  - Inclusion in Affiliate email blast if timeframe is compatible with established email blast schedule.
  - Affiliate representative at event if requested. Affiliate must receive application six weeks prior to event date to ensure a representative is available.
  - Free Affiliate materials provided for event (breast health brochures, shower cards, other Affiliate brochures, 250 max. per event, with the option to purchase additional materials if needed).

**Level 2:** Entities conducting the event or initiative include, but are not limited to community individuals, community groups such as neighborhoods, day cares, churches, civic associations and girl/boy scout troops.

- Proceeds benefit the Komen San Antonio Affiliate with an anticipated donation of less than \$2,500.
- Benefit is not a sporting event.
- Benefits from the Affiliate include:
  - Permission to use only the Affiliate's name. **Please remember that all marketing material have to be approved BEFORE printing.**
  - Komen San Antonio cannot share our mailing list. However, information will be posted on "Komen Activities" page of Affiliate website under "Get Involved".
  - Affiliate representative at event if requested. Affiliate must receive application six weeks prior to event date to ensure a representative is available.

**Category 2: Special sales of merchandise such as jewelry, clothing, pink ribbons, etc. and ALL food sales. All products must be non-controversial in nature and approved in advance by the Affiliate.**

**Level 1:** Non-edible (something that cannot be eaten or is not suitable for consumption by a human)

- Proceeds benefit Komen San Antonio Affiliate Proceeds benefit the Komen San Antonio Affiliate with a minimum anticipated donation of equal to or more than \$2,500.
- Benefits from the Affiliate include:
  - Permission to use only the Affiliate's logo. **Please remember that all marketing material have to be approved BEFORE printing.**
  - Komen San Antonio cannot share our mailing list. However, information will be posted on "Komen Activities" page of Affiliate website under "Get Involved".
  - Option to provide the Affiliate with marketing materials i.e. flyers of product to distribute at the Affiliate's discretion.

**Level 2:** Edible (Something that can be eaten without harm, non-toxic to humans; suitable for consumption)

- Proceeds benefit Komen San Antonio Affiliate
- Proof of insurance for the event WILL BE REQUIRED, NO EXCEPTIONS. At the discretion of the Affiliate, the Third Party Fundraiser may be required to name the Affiliate and Susan G. Komen for the Cure as Additional Insured fundraiser's insurance policy solely with respect to the sale.
- Benefits from the Affiliate include:
  - Permission to use only the Affiliate's name. **Please remember that all marketing material have to be approved BEFORE printing.**
  - Komen San Antonio cannot share our mailing list. However, information will posted on "Komen Activities" page of Affiliate website under "Get Involved".
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