

Guidelines for Charitable Fundraising Events & Activities

Benefiting

Jonsson Cancer Center Foundation

Thank you for your interest in the Jonsson Cancer Center Foundation (JCCF) as the beneficiary of your charitable event. The JCCF is a fully licensed 501(c)(3) public benefit corporation that exists for the express purpose of raising and distributing funds to support leading-edge cancer research at UCLA's Jonsson Comprehensive Cancer Center (JCCC).

The Guidelines listed below are to assist you in the planning of your fundraising event/activity to benefit the JCCF. As a non-profit organization, our resources are limited; however, we will strive to support you and your event/activity as much as possible.

Guidelines:

- ◆ Sponsoring Individual/Organization must submit an *Application Form for Special Event/Activity to Benefit the Jonsson Cancer Center Foundation*.
- ◆ All events/activities must be approved by the JCCF Special Events Office.
- ◆ Sponsoring Individual/Organization is responsible for complying with IRS regulations regarding the event/activity and charitable deductions. Visit www.irs.gov for more information.
- ◆ Sponsoring Individual/Organization must obtain all necessary permits and insurance.
- ◆ Sponsoring Individual/Organization is responsible for filing a "Notice of Intention" with the Los Angeles Police Commission, Charitable Service Section. Visit www.lapdonline.org for more information.
- ◆ The JCCF Special Events Office must review and approve the use of JCCF's name and/or logo on all promotional material, including but not limited to use of logo, invitations, flyers, and press releases, prior to printing and distribution.
 - The full name of the Foundation is "Jonsson Cancer Center Foundation at UCLA" and the Foundation should be identified by full name in all materials pertaining to the event/activity. The full name of the Cancer Center is "UCLA's Jonsson Comprehensive Cancer Center" and the Cancer Center should be identified by full name in all materials pertaining to the event/activity if referring to this organization.
 - Sponsoring Individuals/Organizations may not incorporate the name "Jonsson Cancer Center Foundation" as part of the event/activity name, such as "XYZ/Jonsson Cancer Center Golf Tournament", but may use a second line identifying the relationship with the Foundation, such as "XYZ Golf Tournament benefiting the Jonsson Cancer Center Foundation at UCLA".
- ◆ Sponsoring Individual/Organization will use own mailing list for event invitations.
- ◆ Event/Activity proceeds and an itemized list of revenue and expenses must be provided within 60 days after the conclusion of the special event/activity. Check should be made payable to Jonsson Cancer Center Foundation. If several checks are submitted, a spreadsheet which includes donor name, addresses, and amount of donation must accompany the checks.
- ◆ A JCCF staff representative may be able to attend your fundraising event/activity. Attendance of JCCF representative is based on availability and will be handled on a case-by-case basis.
- ◆ The JCCF is not financially or otherwise liable for the promotion or staging of special events/activities.

What JCCF can provide:

- ◆ Once event/activity is approved by the JCCF, a letter of authority (including tax-exempt information) will be provided to event/activity organizers to use for fundraising and sponsor-recruitment efforts.
- ◆ Assistance in promoting the event/activity on the JCCF online calendar of events. Additional publicity is the sole responsibility of the Sponsoring Individual/Organization.
- ◆ JCCF logo in an electronic format. Usage of JCCF logo must be approved by JCCF Special Events Office.
- ◆ Literature about the JCCC and JCCF, and promotional materials, upon availability, to distribute at event.

What JCCF cannot provide:

- ◆ Administrative and event/activity planning support which includes invitation design and distribution, compiling RSVPs, selling tickets, raising funds, recruitment of sponsors or celebrities, soliciting auction donations, providing staff/volunteers for events, etc.
- ◆ Financial support for event/activity expenses. No cost associated with the event/activity can be incurred by the JCCF.
- ◆ Financial services for events/activities (e.g. bank accounts, gift processing/receipting).
- ◆ Public relations support.
- ◆ Insurance and/or liability coverage.
- ◆ Mailing lists.

To request an application, please contact the Special Events Office:

Jonsson Cancer Center Foundation at UCLA
Special Events Office
Factor Building 8-950, Box 951780
Los Angeles, CA 90095-1780
310.794.2089 phone
310.267.0102 fax
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www.cancer.ucla.edu