



OCRA DIY Fundraising Event Proposal Form

Thank you for your interest in hosting an event in support of Ovarian Cancer Research Alliance.
Please complete the following proposal form and submit for approval to events@ocrahope.org:

Event Organizer Name/Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Telephone: _____ Primary Email: _____

Proposed Event Name: _____

Event Location: _____

Event Date: _____ Time: _____ Capacity/Estimated Attendance: _____

This event is being held in memory of: _____ in honor of: _____

Is this a first-time event? Yes No This event is: Public Private

Would you like the event published on our public website calendar? Yes No

Would you like to create a personal fundraising page on our website? Yes No

Please provide a brief description of the event (include any social media or website links that you would like us to share):

Will other organizations also benefit from this event? If so, which ones:

Is your organization a registered charity in its own right? If so, please provide your EIN/Federal ID#:

Fundraising goal/estimated donation to Ovarian Cancer Research Alliance:

I acknowledge receipt of Ovarian Cancer Research Alliance's (OCRA) Policies and Procedures for OCRA DIY events (see below) and agree to comply with all provisions in organizing and holding my fundraising event.

I hereby release OCRA, its officers, directors, employees and agents from any injury or damage I may suffer as a result of my voluntary participation in this activity and I hereby agree to hold harmless and defend OCRA, its officers, directors, employees and agents from any and all liability and any claim that I or anyone may have as a result of any injury or damage, of whatever nature, I may suffer as a result of my voluntary participation in this activity.

Signature (Organizer)

Date

Print Name

Signature (OCRA)

Date

Print Name

Title

Participant represents that he/she is eighteen (18) years of age or such older age as constitutes the age of majority in his/her state of domicile.

Minors participating in OCRA's DIY Fundraising Events must obtain consent from a parent or guardian.

Consent of Parent or Guardian for: _____

Parent/Guardian Signature

Date

Parent/Guardian Print Name

OCRA Policies and Procedures for DIY Fundraising

1. When hosting an event, please identify Ovarian Cancer Research Alliance as the beneficiary, but not the sponsor/organizer. For example, “Golf Classic to benefit Ovarian Cancer Research Alliance”, rather than “Ovarian Cancer Research Alliance Golf Classic.” The organization’s full name should be used at least once in all materials before using our acronym (OCRA). Please note that our full name is Ovarian Cancer Research Alliance; there is no “the” preceding it.
2. Events require written approval from OCRA--please contact us prior to using the OCRA name or announcing to the public that an event is being held to benefit OCRA. Once approved, OCRA will provide its logo for use in your promotional materials.
3. Prior approval must be obtained from OCRA in advance of printing or distributing any materials using the OCRA name and/or logo, such as invitations, advertisements, or any other event materials.
4. Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events.
5. We are happy to send out e-blasts to OCRA constituents whenever possible, on behalf of event organizers but are unable to provide mailing lists of donors, sponsors or vendors directly.
6. OCRA will list all approved events on our website (ocrahope.org).
7. OCRA can provide limited administrative support with sufficient notice upon request.
8. Organizer(s) are solely responsible for staffing their events. While OCRA can help promote the event to potential volunteers, if applicable, we cannot guarantee that a member of the OCRA staff will attend the event.
9. Please alert OCRA of all corporate solicitations by event organizers in advance, to ensure non-duplication.
10. OCRA is not able to advance funds to cover expenses related to the planning of the event. We ask that event organizers make every effort to keep expenses as low as possible to maximize your charitable donation.
11. We are unable to provide our sales tax exemption number for use by others.
12. If OCRA will not be receiving all of the proceeds from the event, we ask that you list the percentage of the proceeds to benefit OCRA on all event collateral.
13. If possible, please submit proceeds within 60 days of event completion, to allow us to accurately report back to you and to our supporters on the success of your event. All monies can be sent with the report back form to: OCRA, P.O. Box 32141, New York, NY 10087-2141.
14. OCRA is happy to provide collateral explaining its mission, goals and accomplishments along with appropriate informational materials.
15. If your event includes a raffle, auction or any type of gambling activity or if you plan to sell and/or serve alcohol at your event, you must obtain a license from the state and/or municipality in which the event is held. The organizer(s) is solely responsible for obtaining all licenses.
16. Organizers are solely responsible for obtaining any required insurance (event, liquor liability, etc.).
17. OCRA is unable to provide a celebrity spokesperson/s to appear at your event.

Please contact us if you plan to repeat the event in a succeeding year—we are grateful for your ongoing support!