

Community Fundraising Event Guidelines

Thank you for your interest in supporting the University of Vermont Cancer Center. In order to ensure your fundraising success, event hosts are asked to consider the below guidelines before planning their event.

- Prior to hosting a fundraising effort, event hosts are encouraged to share a description of the event with the UVM Cancer Center by completing the [event proposal form](#).
- Publicity (including press releases, flyers, invitations, advertisements, etc.) and the use of UVM Cancer Center logos must be reviewed by the UVM Cancer Center. Publicity should convey that the UVM Medical Center is not the host of the event, but rather the beneficiary of full or partial proceeds.
- Hosts should disclose to interested participants the level of financial support to benefit the UVM Cancer Center (percent of proceeds, set amount of money, etc.).
- The UVM Cancer Center is unable to provide donor lists or contact information to event hosts in order to maintain donor confidentiality.
- We request that net proceeds from the event be submitted to the UVM Cancer Center within 30 days of the event. A gift receipt for donated proceeds will be issued to the event host, not to individual participants. Individuals who make donations payable directly to the UVM Cancer Center will be receipted by the UVM Cancer Center directly. Goods and services donated to the event as gifts-in-kind are considered donations to the event, not to the UVM Medical Center.
- Costs incurred for the event are the responsibility of the event host. Hosts are responsible for securing appropriate permits, licenses and insurance needed for the event. The UVM Cancer Center shall in no way be responsible for expenses or held liable for any injury or damage resulting from events, approved or otherwise, which are undertaken by third parties to benefit the UVM Cancer Center.
- The UVM Cancer Center reserves the right to refuse any event not considered to be in alignment with the mission of the University of Vermont and the UVM Medical Center (parent organizations of the UVM Cancer Center).

QUESTIONS? PLEASE CONTACT:

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