





## Third Party Fundraising Guidelines

Thank you for your interest in raising funds and awareness for Roswell Park Cancer Institute. Any person or organization who intends to promote an event to benefit Roswell Park Cancer Institute must adhere to the following guidelines and complete the proposal form as soon as possible for timely consideration.

- ✓ Any event or promotion seeking to use the Roswell Park Cancer Institute name and Team Cure name and/or logo must have approval of Executive Board. Usage of the Team Cure logo must comply with graphic standards.
- ✓ Before soliciting businesses or individuals for sponsorship, please contact the Team Cure Coordinator at Roswell Park Cancer Institute with a list of companies you would like to approach. Many corporate relationships are established with local companies and businesses. We ask that before approaching any businesses, contact the Team Cure Coordinator first so as not to jeopardize our relationship with these donors.
- ✓ Organizer(s) must agree to hold harmless and indemnify Roswell Park Cancer Institute and Roswell Park Alliance Foundation from any liability arising from the event and sign the attached liability release and indemnification agreement with completed application.
- ✓ Roswell Park Cancer Institute and Roswell Park Alliance Foundation cannot ensure staff or patient ambassador representation at an event. Determination for representation will depend on availability and date of event.
- ✓ If for any reason event plans change, please notify the Team Cure Coordinator at Roswell Park Cancer Institute immediately.
- ✓ The main contact person listed on initial application must ensure that all necessary permits, licenses and insurance are obtained.

Roswell Park Cancer Institute/ Roswell Park Alliance Foundation CANNOT Provide:

- Tax exemption
- Gift recognition letters or letters noting a tax deduction
- Insurance or liability coverage
- Funding or reimbursement for expenses
- A mailing list of donors or vendors

## Release, Hold Harmless & Indemnification Agreement

For, valuable consideration, including the consent of Roswell Park Cancer Institute and Roswell Park Alliance Foundation to use the name and/or logo of Team Cure in promotional activities or materials, the undersigned, on behalf of the organization identified below, being authorized to do so, does hereby agree to release, defend, hold harmless and indemnify Roswell Park Cancer Institute, Roswell Park Alliance Foundation, their Board members, officers, employees and representatives from any and all liabilities and claims of liability, or any nature whatsoever, arising out of, or in connection with, the event or activity described in this Application in which the name of Roswell Park Cancer Institute is used, including promotion of such event.

The undersigned agrees and expressly represents that neither Roswell Park Cancer Institute nor Team Cure is a joint venture with the undersigned organizer in the conduct of the event, that neither Roswell Park Cancer Institute or Roswell Park Alliance Foundation are involved in the management, conduct or sponsorship of the event and that the Roswell Park Cancer Institute is merely a charitable beneficiary of a portion of the proceeds derived from the event.

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Name of Organization (If any)

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Signature of Authorized Person

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Printed name of Authorized Person

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Title of Authorized Person (If any)