

FREQUENTLY ASKED QUESTIONS

GENERAL

Will I be held responsible for the amount estimated on my proposal form?

No, you will not be held responsible for the donation total estimated on your proposal form. This is for internal reference only. Any amount raised is greatly appreciated.

Can supporters donate to my event online?

Yes. You can direct your supporters to the third party online giving site at www.mdanderson.org/myfundraising. Please contact your Development Division representative in order to set up a solicitation code. This code may then be entered where noted when completing the third party online donation.

I currently work with a member of the Development Office who is not on the Special Programs and Events team. May I work with her/him on the event?

While we understand it is preferred to have only one contact with an organization, it is best for all fundraising efforts to be processed through the Special Programs and Events team to ensure accuracy, efficiency and consistency. You will still maintain communications with your current Development Division contact for all other needs.

If I am approved for one event and indicate on the proposal form that I intend to hold the event annually, do I need to submit a new proposal form each year?

No, you will not need to submit a new proposal form for a repeated event. However, if you hold a different type of event the following year, a new proposal form will be needed. For example, if you hold a 5K one year, and decide to hold a golf tournament the next year, a new proposal form will be needed.

May I change the fund designation for my event after the proposal form has been approved?

Yes, you may change the area you wish to support as long as funds have not yet been allocated to the original fund designation. To ensure the donation is allocated correctly upon receipt, please notify your Development Division representative as soon as you are able.

If I am holding an annual event of the same kind and do not need a new proposal form in the second year, is there anything that I will need to do?

Yes, you will need to notify the Development Division of your new event date. Additionally, if you are using our licensed marks in any way on your event materials, you will need to ensure that your Trademark License Agreement is up to date. You must also submit for approval any new promotional materials using these licensed marks.

MD ANDERSON REPRESENTATION AND INFORMATION

Will MD Anderson provide exhibits, speakers or educational materials for my fundraiser?

Exhibits, speakers and educational materials may be available through Community Services. A request form is available at:

www.mdanderson.org/about-md-anderson/community-services.html

Please submit your request at least 6 weeks prior to your event.

In order to meet the safety guidelines of COVID-19, all in-person events (including check presentations, faculty and staff visits, etc.) have been postponed and/or canceled indefinitely.

USING MD ANDERSON'S NAME

Are general guidelines available for using MD Anderson's name so that I can expedite the approval process?

On first reference, use The University of Texas MD Anderson Cancer Center.
On subsequent references, use MD Anderson Cancer Center.

SUPPORTING Third Party EFFORTS

Can MD Anderson help promote my event?

MD Anderson cannot actively recruit support for your fundraising efforts. Third Party efforts are included only on an internal calendar within the Development Division that Development employees may reference at any time.