

THIRD-PARTY FUNDRAISING GETTING STARTED

The University of Texas MD Anderson Cancer Center is extremely grateful for the efforts conducted on our behalf through Third-Party Fundraising and for the generosity and support of all who wish to join our mission to end cancer. By participating in Third-Party Fundraising, you help us grow not only our monetary resources but also our geographic outreach as a community representative in our efforts towards **Making Cancer History®**. Given our status as a state institution and our limited staff, we include a list of guidelines below outlining the fundraising process and our ability to support your efforts. We look forward to working with you. Thank you again for your interest in supporting UT MD Anderson.

1. THIRD-PARTY FUNDRAISING BASIC PROCESS FLOW

- i) To begin the Third-Party Fundraising process, the event/project organizer ("organizer") must complete and sign the Third-Party Proposal Form and submit it to the Peer-to-Peer Fundraising Team ("P2P Team"). Forms are preferred at least six weeks prior to the event/project start date.
- ii) Third-Party Proposal Form is received by P2P Team and submitted for Philanthropic Engagement approval
- iii) If the UT MD Anderson name is to be used by the organizer, P2P Team will facilitate the issuance of a Trademark License Agreement (TLA) through UT MD Anderson's Legal Department. Upon execution of the agreement by all parties, the organizer will be authorized to use the phrase "Benefiting The University of Texas MD Anderson Cancer Center" in approved promotional event-related materials.
- iv) Organizer must submit drafts of all promotional materials for the event/project. The drafts may be submitted via email to MyFundraising@MDAnderson.org as attachments and/or screenshots.
- v) After the event, organizer mails all donations within four (4) weeks of the event conclusion. Donations should be mailed to:

The University of Texas MD Anderson Cancer Center
Attn: Third-Party Events: event name
P.O. Box 4470
Houston, TX 77210-4470

2. INSTITUTIONAL LIMITATIONS

- i. UT MD Anderson cannot endorse or **sponsor** Third-Party events or projects.
- ii. UT MD Anderson cannot release its mailing list or send mailings on behalf of Third-Party organizers.
- iii. UT MD Anderson staff may not participate in the sale of event tickets, solicit event sponsorships or in-kind donations, or sell merchandise to benefit UT MD Anderson.
- iv. Third-Party Fundraising efforts may not result in any cost or expense to UT MD Anderson, including the use of UT MD Anderson facilities.

3. LEGAL

- i. UT MD Anderson reserves the right to approve any and all co-beneficiaries.
- ii. Organizer is responsible for complying with Internal Revenue Service regulations governing charitable activities.
- iii. UT MD Anderson will not be held responsible for any act incurred by the organizer of an event including, but not restricted to, personal injury or death, damage to, theft of, or loss of personal, private or community property.
- iv. UT MD Anderson will not be held responsible for provision of trophies, monetary prizes or other gift items advertised by the organizer(s).
- v. Fundraisers involving raffles or other drawings for prizes are permitted as long as (1) the raffle is not advertised as benefiting UT MD Anderson and (2) the entity is otherwise legally authorized to conduct raffles.
- vi. Organizer may not open a bank account in UT MD Anderson's name or use UT MD Anderson's Tax ID number for that purpose.

4. DONATIONS

- i. Organizer may contribute the donations as unrestricted monies for use determined by UT MD Anderson or may assign them to a specific program or fund.
- ii. Organizer should contact Philanthropy and submit the net proceeds within four weeks after the event or project conclusion.
- iii. Checks should be made payable to UT MD Anderson Cancer Center with the Third-Party event/project name noted on the memo line.
- iv. Mail all proceeds to:
The University of Texas MD Anderson Cancer Center
Third-Party Events: _____ *event name* _____
P.O. Box 4470
Houston, TX 77210-4470

QUESTIONS?

Please contact UT MD Anderson's Peer-to-Peer Fundraising Team at 346-725-0041 or MyFundraising@MDAnderson.org.

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