



Cholangiocarcinoma
Foundation®

**CHOLANGIOCARCINOMA
FOUNDATION
COMMUNITY FUNDRAISING GUIDE**

Dear Friend,

Thank you for wanting to create greater awareness of cholangiocarcinoma (bile duct cancer) and raise money for research and advocacy efforts.

Your interest and energy are an essential part of what makes the Cholangiocarcinoma Foundation (CCF) special. Together we can continue to increase the research and milestones achieved in the cholangiocarcinoma space. We are providing additional tools and guidance, hoping that our passionate community will continue to increase and grow awareness and fundraising efforts across the globe.

Included in this packet is information to give you a solid base from which to grow a successful fundraising or awareness campaign or event. If you have questions or need specific help, please get in touch with CCF's Community Fundraising Specialist at (888)936-6732x31 or by email at candace.tise@cholangiocarcinoma.org.

Sincerely,

A handwritten signature in cursive script that reads "Candace Tise".

Candace Tise, Community Fundraising Specialist

Table of Contents

Fundraising Explained	5
<i>Why fundraise?</i>	5
<i>The Fundraiser</i>	6
<i>Alternative Types of Fundraising Activities</i>	9
<i>CCF Benefits and Expectations of Volunteer Fundraisers</i>	10
Examples	12
<i>List of Fundraising Ideas</i>	12
<i>Event Checklist Guide</i>	13
<i>Sample Event Timeline</i>	14
<i>Sample Personal Letter</i>	17
<i>Sample Press Release Template</i>	19
<i>Sample Speech about Cholangiocarcinoma & CCF</i>	20
<i>Sample Registration Form</i>	22
<i>Sample Social Media Posts</i>	23
<i>Sample Thank You Letter for Donors</i>	24
<i>Sample Sponsor Request</i>	25
Instructions and Guides	27
<i>How to Start a Facebook Fundraiser Instructions</i>	27
<i>Social Media Tips and Best Practices</i>	29
<i>Instructions on GiveSmart and Personalized Donation Pages</i>	30
<i>“Thank You” Tips and Best Practices</i>	31
<i>Sponsorship Tips</i>	31
<i>Cholangiocarcinoma Foundation Contact Information</i>	33
<i>Cholangiocarcinoma Fact Sheets</i>	34
<i>Fundraiser FAQs</i>	37
Forms for Community Fundraisers	40
<i>Fundraiser Request Form</i>	40
<i>CCF Community Fundraiser Agreement</i>	42

CCF Policy for Alcohol Use at Community Fundraising Events

45

Photo/Media Release Form

47

Fundraising Explained

Why fundraise?

Are you unsure whether fundraising is right for you? Curious to know where the money you raise goes? Feel that your efforts won't mean much? If you answer yes to any of those questions, we have one simple question for you:

Do you feel strongly about cholangiocarcinoma?

If "yes," then fundraising is right for you. By fundraising, any person with any set of skills can make a positive impact on CCF and the cholangiocarcinoma community. All proceeds of fundraisers go to CCF programming, research, and advocacy efforts. Fundraisers can specify if they would like their funds to be directed toward a specific program, such as Research Grants. Or they can allow CCF to use the funds in the areas with the greatest and most timely need.

Worried that your efforts won't be impressive enough? Don't be! CCF has grown into a strong organization today because volunteers did what they could when they could. Any amount of support is important; CCF continues to grow because it uses resources wisely, every donation is an investment! An event that raises \$1,000 is just as important as an event that raises \$50,000. Each provides financial support and increases awareness of cholangiocarcinoma. Both are essential to the mission of CCF.

Fundraising accomplishes several important things:

1. Provides donations that allow CCF to fund critical research efforts, ongoing advocacy, and educational programming.
2. Brings awareness of cholangiocarcinoma to your communities! Many people have never heard of CCA, and hosting a fundraiser brings valuable awareness to your network.
3. Unites your community and your network for a meaningful cause.
4. Honors and celebrates loved ones who have been touched by cholangiocarcinoma.

The Fundraiser

Phase 1: Start with an Idea

a. Determine your resources

Now that you know how important your efforts are, you're ready to jump in and do something! To be the most successful you can be, pause for a moment and think about the resources you can organize to help you with this project. Do you have a lot of friends and local family? Do you belong to any large community groups? Do you work in a public setting (shopping mall, school, etc.)? Are you comfortable speaking to groups? Do you like to host parties or other large gatherings? Do you work long hours? Are you a stay-at-home parent?

Keep all these points in mind as you take the next step of thinking about the type of fundraiser you want to organize. Different ideas require different strengths, and the goal is to match your strengths to the fundraiser. Remember, there is no "right" way to fundraise. Discover what works best for you!

b. Determine your interests

Next, think about activities that you enjoy and that your friends and family also enjoy. This is important! Working on the event with friends and family will provide you with quality time together and memories that will last a lifetime. The fundraising event will be work, but it should also be fun. If you have the right people around you, it can be one of the most enjoyable experiences you have together.

Included in this guide is a small list of [potential fundraiser ideas](#). There are many more options than this guide contains. If you have a fundraising idea and are unsure how to make it happen, contact CCF's Community Fundraising Specialist at (888) 936-6731x31 or by email at candace.tise@cholangiocarcinoma.org for assistance.

c. Set your goal

Now that you have identified your resources and know what you want to do, the next step is critical. Set Your Goal! A goal will give you something to strive for and another reason to celebrate when everything is completed, and your goal has been achieved. However, setting a goal may be one of the most challenging steps in the process.

The first step is to identify what you want your goal to measure. Do you want to have more people attend than last year? Do you want to raise a specific amount of money? If you're

targeting increased attendance, think through your promotions. If your goal concerns money, think through the event, estimate the number of people who will attend, and multiply it by the average donation (and subtract the expenses). Always try to assume you'll have fewer people than you expect, and costs will be a little higher. This way, you're prepared for anything out of the ordinary, or you'll end up with much better results than expected. Again, if you have any questions, please do not hesitate to contact CCF's Community Fundraising Specialist at (888) 936-6731x31 or by email at candace.tise@cholangiocarcinoma.org.

Phase 2: Connect with CCF

Once you have determined that you would like to support CCF through fundraising efforts, you will connect with the Community Fundraising Specialist if you have not done so already.

CCF can provide helpful resources (like this Guide!) and help troubleshoot problems. Additionally, all volunteer fundraisers must follow the rules and guidelines established by the Foundation to ensure the event accurately represents CCF.

Upon connecting with the Community Fundraising Specialist, you will:

- Complete and submit a Fundraiser Request form so CCF can accurately track funds and awareness raised through your efforts.
- Have an opportunity to meet with the Community Fundraising Specialist to discuss your event and ways the foundation can support you.
- Read, sign, and submit all required forms (Media Release, Alcohol Use Agreement, Community Fundraiser Agreement Form.)
- Have the opportunity to connect with other CCF Community Fundraisers to share ideas and experiences.
- Receive Toolkit and other resources and materials including:
 - A personalized fundraising web page
 - Awareness Bracelets
 - CCF Talking Points
 - Brochures and other educational tools

Phase 3: Plan and Advertise

You have your idea; you've connected with the Foundation and have been approved to host a CCF fundraiser. Now the fun begins; it's time to start planning!

As with all events, it is important to set a date early. Once your date is set, consider other details like:

- Location
- Sponsorships

- Materials needed
- If and what number of volunteers are required
- Event insurance
- Benefits for participants

In the [Examples Section](#) below, there are several timelines and event planning templates, as well as a potential sponsorship list, social media examples, and sponsor letter templates for your use. We encourage you to use these resources and the tips and instructions provided by past CCF fundraisers and the development team as you plan your event. Do not hesitate to contact the Community Fundraising Specialist if you have any questions as you plan.

[Phase 4: Have a Great Time at Your Event!](#)

The most important step – have fun! Even though there are sure to be hiccups along the way (there always are!), remember to be present and enjoy the day. It is time to celebrate your hard work and the light you bring to the cholangiocarcinoma community. Don't forget to take lots of photos and tag CCF in any posts or photos you share of the event. We are eager to see it!

[Phase 5: Thank Your Supporters](#)

Now that your event is over, take a moment to reflect.

- What were the highlights of the event?
- Are there some things you would do differently in hindsight?
- What feedback have you received from participants, volunteers, sponsors, etc.?
- Did you reach your goal? Was your goal appropriate (attainable but challenging)?

Share the story of your event with your stakeholders. Be sure to post photos on social media and updates about the event tagging all sponsors and supporters.

CCF recommends sending individualized Thank You's to all sponsors, volunteers, vendors, and donors. It is important to build relationships and show appreciation for your supporters.

Lastly, schedule a meeting with the Community Fundraising Specialist to discuss your event.

[Phase 6: Start Planning for Next Year](#)

Annual or Semi-Annual events are a great way to support CCF and build off the success of past events. You will learn what went well and what could be improved upon, and the first event will give you a blueprint to start from.

Alternative Types of Fundraising Activities

This Guide has a variety of event resources. However, hosting an event is not the only way to host a successful fundraiser for CCF. There are various ways to get involved that may be more suitable to an individual's resources, network, and timeline.

Facebook Fundraisers

Facebook Fundraisers are an excellent way to bring awareness and raise funds for CCF in an easy way. In fact, CCF raises a significant amount of funds every year through Facebook Fundraisers! Many people set up fundraisers for their birthdays, important anniversaries, etc., but anyone with a Facebook account can create a fundraiser anytime. Here are some benefits of creating a fundraiser on Facebook:

- Funds automatically come to CCF directly from donors reducing logistics and coordination on your end.
- Creating a fundraiser puts the Cholangiocarcinoma Foundation's name, mission, and Facebook page in your network's newsfeed, spreading awareness with little effort!
- You can share your connection with cholangiocarcinoma with your entire network.
- It requires little time and no financial commitment or any other resources beyond your Facebook page.

Please see [How to Start a Facebook Fundraiser Instructions](#) and [Social Media Tips and Best Practices](#) below in the Examples section.

Memorial and In Lieu of Flower Fundraisers

Many caregivers and family members elect to honor their loved ones by directing memorial donations to CCF in memory of their loved ones. Family members can choose to have CCF create a personalized fundraising page on our website allowing your family and friends to make tax-deductible donations directly supporting research and patient/family support services.

The Foundation will issue a letter of thanks to all donors, serving as a tax-deductible receipt. CCF can also provide you with a list of memorial donors for you to acknowledge personally if desired.

To request donation cards & envelopes or to create an online fundraising page in memory of your loved one, please email a photograph and a short biography of your loved one to CCF's Development Operations Manager, Laurie Kikel, at laurie.kikel@cholangiocarcinoma.org or call **(888) 936-6731**.

Additionally, family members can honor their loved one at any time by creating a Memorial or In Honor of fundraising page. Many people reshare these pages on a loved one's birthday or anniversary. Please contact the Community Fundraising Specialist at candace.tise@cholangiocarcinoma.org or call (888) 936-6731x31 to request a Memorial or In Honor of donation page be made for your loved one.

CCF Benefits and Expectations of Volunteer Fundraisers

CCF is here to help you through the exciting journey of running a fundraiser. Our Development Team is composed of a variety of individuals with fundraising experience who are eager to help you achieve your fundraising goals! CCF is committed to assisting all fundraisers as much as possible. See below a list of benefits that will be provided to each fundraiser.

Additionally, it is essential that Community Fundraisers are aware of the expectations of all fundraisers representing the Foundation, which are listed below.

Benefits

Guaranteed to all Community Fundraisers:

- CCF can supply awareness bracelets to distribute at events. These bracelets must be shipped in advance. You must communicate with the Community Fundraising Specialist before your event to ensure they arrive on time.
- CCF can also provide various awareness materials at the request of the Community Fundraiser. Below are examples of some resources available:
 - Talking points
 - Brochures
 - PowerPoint Template
 - Educational Videos
- CCF logo and taglines (Community Fundraisers are expected to follow logo usage guidelines established in the [CCF Style Guide](#))
- Advertisement on [CCF's Calendar of Events](#) on the Foundation's website.
- Advertisement on CCF social media account "Stories."
- CCF will handle all IRS-mandated activities, including the following:
 - Providing receipts to all donors who provide contact information
 - Storing donor records if donors make their gift directly to CCF and contact information is provided
- CCF will send thank you letters to all donors who have provided contact information.
- CCF will provide a custom donation web page for all Community Fundraisers hosted on CCF's donation platform.
- Assistance planning logistics and answering any questions to the best of CCF staff's ability.

Benefits Available to CCF Trusted Fundraising Partners and by availability

(Fundraisers that donate 100% of proceeds to CCF)

- CCF staff presence at the event (dependent on staff availability and schedule)
- Advertisements on CCF social media accounts (one post pre-event, one post after the event)

- Featured on CCF Monthly News Bulletin (email communications sent out to all members of the CCF community)
- Various Foundation “swag”
- An appearance on CCF’s Cholangio Heroes Podcast

Although CCF can help you in many ways, there are a few important items to keep in mind:

- CCF cannot cash a check written to CCF and return the cash to you.
- CCF is not responsible for contracts you sign and/or negotiate.
- CCF is not liable for any damages or injuries that occur at or while participating in any activities related to a Community Fundraising Event.

Expectations

- All CCF Fundraisers will forward funds raised on behalf of CCF in a timely manner to the Foundation.
 - The Community Fundraising Specialist should be notified within two weeks post-event regarding event turnout and an approximate amount of funds raised.
 - Funds should be sent to CCF within two months post-event. Please notify the Community Fundraising Specialist in advance if this is not achievable.
- All CCF fundraisers will distribute the **agreed upon and advertised** percentage of profits to CCF.
- All CCF fundraisers will provide CCF with as complete records as possible, including the donor’s name, address, and the amount they gave.
- Fundraisers will abide by logo-usage guidelines as communicated by the CCF Communications Department.
- If you are advertising a partnership with CCF on a website or social media, CCF has the right to approve the language, statements, and all use of logos, videos, and images.
- Fundraisers will submit the CCF Community Fundraisers Event Request and Agreement Forms prior to the event.
- Fundraisers will communicate event plans with the Community Fundraising Specialist prior to the event.
- Fundraisers will abide by local event guidelines and ordinances and obtain the required permits, certifications, and insurance to host an event safely and legally.
- Event organizers who are including alcohol in their Community Fundraising event must sign and return the [CCF Policy for Alcohol Use at Community Fundraising Events](#) and submit it to the Community Fundraising Specialist prior to the event.
- Fundraisers will interact with all sponsors, volunteers, donors, and event-aligned staff in a thoughtful and respectful way that is representative of CCF’s values. Conduct not in alignment with CCF will result in CCF discontinuing a fundraising relationship with the Community Fundraiser.
- Fundraisers will adhere to the requirements and expectations detailed in the [CCF Community Fundraiser Agreement](#).

Examples

List of Fundraising Ideas

Below are a few ideas for Fundraisers – Remember, these are only suggestions! If you have an idea that you want to try out, feel free to contact the Community Fundraising Specialist for support.

- Any “a-thon” (bike-a-thon, read-a-thon, dance-a-thon)
- Garage Sale
- Car Wash
- Carnival
- Dress down day at work with CCF T-Shirts
- Sporting Events (5k runs, volleyball tournaments, walks)
- Bake sales & hoagie sales
- Collection jars on store counters
- Parties (Tea, Tupperware, Gold, Basket, Jewelry)
- Service for donations (leaf raking, snow shoveling, cleaning)
- Community dinners
- Halloween trail
- Breakfast with Santa
- Displays at schools, malls, or religious institutions
- Bingo (and all variations; chicken scratch, cow plop, etc.)
- Auctions (live and silent)
- Personal Letter Writing
- Social Media Campaigns
- Exercise Classes (Zumba, Yoga, Boxing, etc.)
- Trivia Night
- Golf Outing

Event Checklist Guide

Pre-Event Planning:

- Event Details (date, location, type of event)
- Name of Event
- Event Logo/Colors
- Hashtag for social media
- Sponsorship levels and benefits
- Budget
- Swag or giveaways
- Planning committees (i.e., volunteer committee, sponsor committee, marketing committee)
- Secure all required permits (occupancy, insurance, etc.)
- Set goals

Pre-Event Actions:

- Communicate event details with the CCF Community Fundraising Specialist
- Promote your event (social media, CCF calendar, shops, newspapers, radio, church bulletins, schools, etc.)
- Solicit sponsors
- Print flyers for local businesses
- Secure rentals (event location, tents, porta-potties, etc.)
- Book vendors (entertainment, caterer, photographers, DJ, etc.)
- Order Swag/Giveaways
- Recruit and train volunteers

During Event:

- Set up event
- Meet with volunteers and vendors to give instructions
- Take photos

Post-Event Actions:

- Send personal thank yous to sponsors and volunteers
- Email thank yous to participants and attendees (recap event success and money raised and share photos)
- Send funds raised to Cholangiocarcinoma Foundation
- Meet with key planning members and CCF Community Fundraising Specialist to review the highlights and areas of improvement for the event
- Share event success and photos on social media (tag sponsors and CCF)
- Set a date for next year!

Sample Event Timeline

One Year Out:

- Choose the type of fundraiser
- Set the goal for your fundraiser
- Name of Event
- Design of Event logo/colors
- Research best dates
- Create a budget
- Visit venues
- Interview vendors (photographer, entertainment, videographer, caterer, etc.)

10 Months Out:

- Select the date and venue
- Book venue
- Secure all permits
- Create a hashtag(s) for social media
- Form Sponsorship Levels
- Update the budget as you book each vendor
- Decide on swag or giveaways
- Form planning committees (i.e., volunteer committee, sponsor committee, marketing committee)

8 Months Out:

- Begin marketing (send out emails with event details, and post to social media)
- Solicit local businesses for sponsorship
- Gather quotes for swag or giveaways
- Planning committees to meet regularly to recruit volunteers, solicit sponsors, and promote event

6 Months Out:

- Select vendors to produce swag/giveaways, print posters/marketing materials
- Work with vendors on types of files needed to print, timelines, and shipping if necessary
- Send event details to CCF for inclusion on their calendar and monthly newsletter
- Contact local media outlets with event details
- Revisit your budget. Make sure you're staying within budget

4 Months Out:

- Finalize Sponsorships
- Prepare to order swag/giveaways. You may want to order volunteer shirts
- Review any necessary items - signage for the event, porta-potties, additional volunteers

2 Months Out:

- Review event - either perform an in-person walk-through or a virtual one. Decide on set up, review volunteers, and review items to be printed. Pretend you are attending the event and think about everything you would expect and want
- Check dates, times, and expectations with vendors
- Order all swag/giveaways. Confirm delivery dates

1 Month Out:

- Review and outline the expectations of each volunteer. Volunteers should have simple tasks with clear directions. Enlist good friends or committee members for any job dealing with money. Have a lead volunteer(s) who can answer questions on the day
- Promote sponsors - use social media, email, and website
- Promote your event - stay engaged with attendees - send weekly emails, post “behind the scenes photos,” let attendees know what to expect, and get them excited

1 Week Out:

- Confirm with all vendors - check dates, times, and deliverables. Make sure you are on the same page
- Confirm with all volunteers. Ask if they have any questions. Let them know who to contact the day of with any questions or concerns
- Create a timeline for the day of the event. Start with when set up should begin, when volunteers should arrive, when a raffle is held, how long the silent auction should run, when to have speakers, etc.

Day of Event:

- Follow your Event Timeline
- Have fun!!
- Take photos

After Event:

- Thank all sponsors - send a personal thank you and/or gift
- Thank all volunteers - send a personal thank you, host a possible luncheon

- Thank all participants - send out an email with results, money raised, next year's date
- Pay all invoices
- Submit final donation to Cholangiocarcinoma Foundation
- Send photos and a recap of the event to the Cholangiocarcinoma Foundation for inclusion in the newsletter
- Have a meeting with all committee members to discuss the pros and cons of the event
- Book next year's event

Sample Personal Letter

Writing letters, both physical and email, is one of the most effective ways to connect to donors. It allows fundraisers to tell their stories and make a connection with little effort and with little to no cost. CCF suggests sending a letter to anyone in your network whom you would like to share your story with.

Dear Friend,

Many of you may be familiar with my connection to cholangiocarcinoma, a rare bile duct cancer. **SHARE YOUR CCA STORY HERE.** (Consider including when you or your family member was diagnosed, your or your family member's treatment experience, special connections with doctors/researchers/clinics, etc.)

Throughout this journey, my family and I have seen incredible kindness and support from friends, family, community members, and the Cholangiocarcinoma Foundation (CCF). Since it was founded in 2006, CCF has worked tirelessly to achieve its mission of finding a cure and improving the quality of life for those affected by cholangiocarcinoma. It works to achieve this goal by funding critical research, advocating for patients, and providing ongoing education and awareness.

A lot of progress has been made in recent years.

- The FDA has approved five new drugs.
- The Foundation has awarded a variety of research fellowships totaling over \$3,000,000 in seed funding to investigators to raise awareness and inspire innovative, high-quality research.
- CCF Launched the Newly Diagnosed Program sending kits to new patients throughout the United States

However, we are still a long way from a cure. Cases of cholangiocarcinoma are on the rise, and liver and intrahepatic bile duct cancer is projected to be the third leading cause of cancer death by the year 2040 due to its growth rate.

There is work to do. CCF is continuing to fund new research in search of new treatments and a cure, as well as essential patient, caregiver, and provider services. To continue providing this crucial research and services, the Foundation relies on donations from community members who want to find a cure for this devastating disease.

Please consider supporting my efforts toward a cure by making a contribution. Any amount is greatly appreciated. Your tax-deductible gift will make a real difference. I am honored and very thankful for your support. You can donate by clicking on the link below or mailing checks to **5526 West 13400 South, #510 Herriman, Utah 84096**. If you are unable to donate, please share this page, and my story, as awareness, is essential to finding a cure.

To learn more about cholangiocarcinoma, please visit <https://cholangiocarcinoma.org/>

[INSERT LINK TO THE GIVING PAGE](#)

I appreciate your support,

INSERT YOUR SIGNATURE

Sample Press Release Template

Press Releases are a helpful tool in notifying the media about your event or fundraising efforts. CCF suggests sending a press release two weeks before your scheduled event to all local media outlets, particularly newspapers.

PRESS RELEASE

FOR IMMEDIATE RELEASE

Contact:

INSERT DATE

Your Name

Your Telephone number

Your Email

(Headline) - Join us at Our Community Fundraiser Benefiting the Cholangiocarcinoma Foundation!

INSERT CITY

Cholangiocarcinoma is a highly lethal and rare bile duct cancer with a poor prognosis. It is often diagnosed at advanced stages when treatment is only minimally effective, emphasizing the imminent need for novel therapies.

Although it is considered a rare cancer, with approximately 10,000 people diagnosed each year in the United States, the incidence of cholangiocarcinoma (bile duct cancer) is growing. A recent study (*JAMA Network Open*) estimates that by 2040, liver and bile duct cancer will be the third deadliest cancer in the US. Because of this, raising money for research and advocacy efforts is an urgent matter, which inspired the creation of the INSERT NAME OF EVENT fundraiser.

The benefit event, "INSERT NAME OF EVENT," includes INSERT DETAILS. Tickets can be purchased at INSERT LINK TO WEBSITE.

(always the last paragraph)

Founded in 2006, the Cholangiocarcinoma Foundation (CCF) is a global 501(c) (3) nonprofit organization. Its mission is to find a cure and improve the quality of life for those affected by bile duct cancer. CCF supports basic & translational research and raises awareness in the cholangiocarcinoma community through advocacy, education, collaboration, and research. For more information about cholangiocarcinoma and CCF, please visit -

<https://cholangiocarcinoma.org/>

Sample Speech about Cholangiocarcinoma & CCF

If you have the opportunity to share about CCF during a community event or during your fundraiser, CCF suggests using the following as a template for your speech. Be sure to include your personal connection to CCF and cholangiocarcinoma and call the audience to action (donate, volunteer, learn more, etc.). Try and keep most speeches around 5 minutes or less and leave time for questions.

Thank you for allowing me to speak to you today about an organization and disease that are very close to my heart.

How many of you have ever heard of cholangiocarcinoma? Anyone? It is a long word that few people hear until it affects someone they love.

Cholangiocarcinoma is an aggressive, lethal cancer that occurs within the bile ducts of the liver. A bile duct is a thin tube, about 4 to 5 inches long, that reaches from the liver to the small intestine. The major function of the bile duct is to move a fluid called *bile* from the liver and gallbladder to the small intestine, where it helps digest the fats in food. Often cholangiocarcinoma goes unnoticed, and patients are not diagnosed until cancer has progressed, leaving minimal treatment options. Approximately 10,000 Americans are diagnosed annually, and the diagnosis rate continues to rise.

I heard this big word for the first time when (insert name of loved one with CCA or self if a patient is giving speech) was diagnosed in (insert year).

Tell CCA and treatment story briefly (include prognosis, treatments, etc.)

I was connected with the Cholangiocarcinoma Foundation by (insert story, did you hear about CCF from a friend, doctor, or website?)

The Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma. CCF is the leading global resource for cholangiocarcinoma research, education, support, and awareness and is the only US organization dedicated solely to meeting the needs of this community.

The Foundation strives to achieve its mission of finding a cure by:

- Funding research that provides essential resources and knowledge for the field
- Spreading the word through advocacy efforts like- World CCA Day, Awareness Month, and presenting at conferences
- Collaborating with industry partners, scientists, and researchers globally

A lot has been accomplished since CCF was founded in 2006, including FDA approval of 5 new drugs and an updated standard of care for CCA patients. However, there is still work to be done.

If you want to learn more about CCF, I have brought materials with me today - feel free to take a copy home. If you have specific questions, please see me after the meeting or visit the Foundation's website at <https://cholangiocarcinoma.org>. Again - thank you for your time today!

Sample Registration Form

If you are hosting an event, collect contact information from your participants and track donations. Below is a simple registration form that CCF suggests Community Fundraisers require all event participants to fill out prior to the event.

INSERT EVENT NAME

INSERT EVENT DATE AND LOCATION

Thank you for participating in _____ to raise money for the Cholangiocarcinoma Foundation (CCF). Please complete the following form to register for the event.

Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Organization: _____

Telephone: _____

Email: _____

The registration donation is: \$ _____

Total number of registrants: _____

Total donation: \$ _____

Thank you for your support of CCF!

Sample Social Media Posts

See page 29 for Social Media Tips and Best Practices.

Facebook or Online Fundraiser:

I (OR INSERT LOVED ONE'S NAME) was diagnosed with cholangiocarcinoma (bile duct cancer) on (INSERT DATE OF DIAGNOSIS). I am grateful for the connections, friendships, and memories I have made since my diagnosis and the work of the @Cholangiocarcinoma Foundation, which is dedicated to finding a cure for this devastating disease. Check out my story here and see how you can get involved in finding a cure! #curecca #bileductcancer #ccf #cholangiocarcinoma.

[\(Insert link to fundraising page\)](#)

@Cholangiocarcinoma Foundation has been a source of hope for me as I have experienced the ups and downs and twists and turns of a rare cancer diagnosis. I have been inspired by the friendships I have made and have seen significant advances in treatment as a result of research funded by CCF. Click on the link below to learn more about my story and how YOU can help in the fight to find a cure. #curecca #bileductcancer #ccf #cholangiocarcinoma.

[Insert link to fundraising page](#)

My goal in sharing my cholangiocarcinoma story is to inspire others to join the @Cholangiocarcinoma Foundation and me in our mission to find a cure for bile duct cancer. Please check out my story by clicking the link below. #curecca #bileductcancer #ccf #cholangiocarcinoma.

[Insert link to fundraising page](#)

Event Fundraiser:

On (INSERT DATE), we will celebrate (INSERT NAME OF HONORARY PATIENT) and all cholangiocarcinoma patients. (INSERT NAME OF PATIENT) was diagnosed with cholangiocarcinoma, a rare and hard-to-treat cancer of the bile duct, on (insert date of diagnosis). We are hosting (INSERT NAME OF FUNDRAISER) on (INSERT DATE) at (INSERT LOCATION). All proceeds will go to the @Cholangiocarcinoma Foundation to fund lifesaving research and advocacy efforts. Learn more at (INSERT WEBSITE LINK). I can't wait to see you there! #curecca #bileductcancer #ccf #cholangiocarcinoma.

Today is the day! Join us at (INSERT TIME and PLACE) for our (INSERT NAME OF FUNDRAISING EVENT) benefiting the @Cholangiocarcinoma Foundation! If you can't attend but would like to support our efforts in supporting crucial research and advocacy efforts for bile duct cancer, you can donate at (INSERT LINK TO DONATION PAGE). We hope to see you there! #curecca #bileductcancer #ccf #cholangiocarcinoma.

Thank you to everyone who attended (INSERT NAME OF EVENT). We are so grateful for your support. We raised (INSERT AMOUNT) for the @Cholangiocarcinoma Foundation in support of research and advocacy efforts. THANK YOU! #curecca #bileductcancer #ccf #cholangiocarcinoma

Sample Thank You Letter for Donors

See page 31 for Thank You Tips and Best Practices.

Dear Friend (INSERT DONOR'S NAME),

Thank you for your donation of (INSERT AMOUNT) to (INSERT NAME OF EVENT or FUNDRAISER) benefiting the Cholangiocarcinoma Foundation. We raised (INSERT AMOUNT RAISED), and these funds will support vital research, advocacy, and educational efforts.

Your support of my fundraiser means so much to my family and me. Although cholangiocarcinoma is a rare and devastating disease, much progress has been made. We hope to continue to create even more change by supporting innovative research and essential advocacy efforts.

Thank you for celebrating (INSERT NAME OF TRIBUTE) and all others who have been touched by cholangiocarcinoma. There is hope.

Gratefully,
INSERT NAME

Sample Sponsor Request

See page 32 for Sponsorship Tips.

Hello INSERT BUSINESS OWNER NAME,

We are excited to be hosting the (INSERT NAME OF EVENT). This event will take place on (INSERT DATE) at (INSERT LOCATION). All proceeds go to the Cholangiocarcinoma Foundation in honor of (INSERT TOWN NAME) resident (INSERT FUNDRAISER TRIBUTE NAME).

Cholangiocarcinoma is a rare and often lethal cancer of the bile duct. **Tell tributes cholangiocarcinoma story here (i.e., diagnosis, treatment).**

Our goals in hosting this event are to honor those who have cholangiocarcinoma, bring awareness of this devastating disease to our community, unite our community for a day of fun and togetherness, and to raise crucial funds for the Cholangiocarcinoma Foundation's research and advocacy efforts.

Because of past generous sponsorships, donations, volunteers, and registrations, we have raised over \$_____ in funds for the Foundation.

We invite you to join us on this day of celebration and community by sponsoring the event at whatever level you wish. Please see the varying sponsorship levels and benefits offered below.

Your donation is tax-deductible to the extent allowed by law. You will receive a letter from the Foundation for your tax purposes. If you would like more information about the Foundation, kindly visit their website at <https://cholangiocarcinoma.org>

All sponsorships must be received by INSERT DATE.

Email logos and participant information to INSERT EMAIL ADDRESS

Please contact us at (INSERT PHONE NUMBER AND EMAIL ADDRESS) if you have any questions regarding the event or this sponsorship opportunity.

We look forward to hearing from you and are grateful for your support!

(INSERT EVENT NAME) Sponsorship Levels

Warrior Sponsor \$1,000

- Company Logo listed on the back of event shirt
- Name/Logo shown on webpage
- Inclusion of sponsor Name/logo in all advertisements
- 6 tickets to event, including event shirts

Cure Sponsor \$750

- Company Logo listed on the back of event shirt
- Name/Logo shown on web page
- 4 tickets to event, including event shirts

Hope Sponsor \$500

- Company Logo listed on the back of event shirt
- Name/Logo shown on web page
- 2 tickets to event, including event shirts

Awareness Sponsor \$300

- Company Logo listed on the back of event shirt
- Name/Logo shown on web page
- 1 ticket to event, including event shirt

*Note: In-Kind Sponsorships will receive benefits in correspondence with the value of the items donated

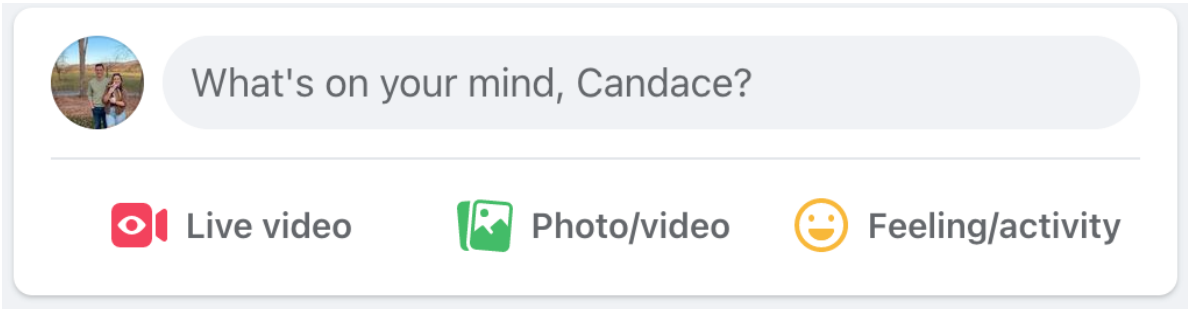
Instructions and Guides

How to Start a Facebook Fundraiser Instructions

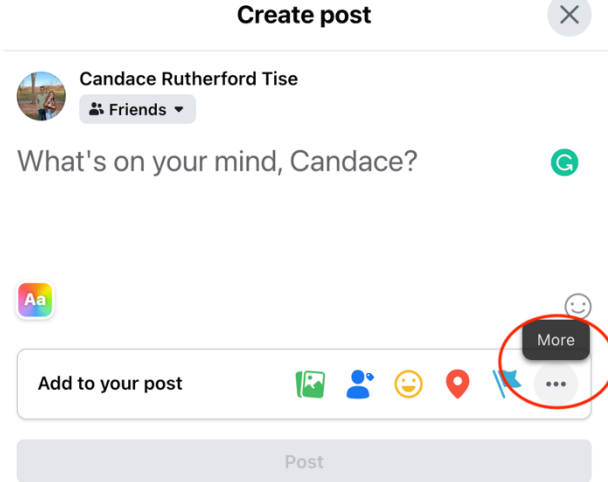
Facebook fundraisers are a fun and easy way to raise money for the Cholangiocarcinoma Foundation (CCF)! Share your story and encourage your friends and family to get involved from your Facebook account. Your friends and family can easily donate, and you can quickly send updates on your fundraising progress. All the funds you raise on Facebook will automatically be distributed to CCF.

Here's how in 5 easy steps:

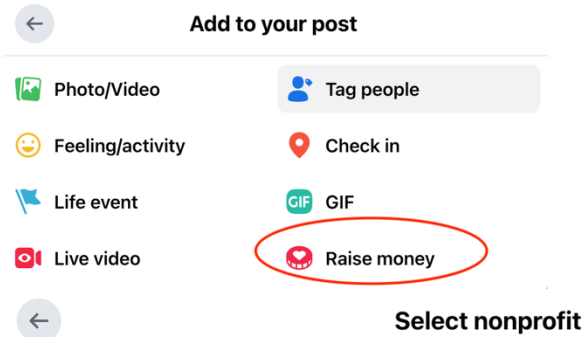
1. Log in to [Facebook.com](https://www.facebook.com) using your username and password
2. Click “What’s on your mind?” to draft your fundraiser



3. Click on the three dots at the bottom right to expand the menu



4. Click on “Raise Money” and type “Cholangiocarcinoma Foundation” in the search bar



Search for a nonprofit to support



Cholangiocarcinoma Foundation

You and 15K others like this nonprofit • Health and human services • Herriman, Utah

5. Personalize your post by telling your story and connection with cholangiocarcinoma and click post! Feel free to use the sample text below.

The Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Cholangiocarcinoma is an aggressive, lethal cancer that occurs in the bile ducts of the liver. Approximately 10,000 Americans are diagnosed annually, and the diagnosis rate continues to rise. CCF is the leading global resource for cholangiocarcinoma research, education, support, and awareness and is the only US organization dedicated solely to meeting the needs of this community. The Foundation's work is made possible through generous donations from caring individuals like you, who share our dedication to finding a cure for cholangiocarcinoma. Thank you for your generosity and support!

Social Media Tips and Best Practices

Posting about your event or online fundraiser on social media is a great way to advertise and bring awareness to cholangiocarcinoma! Here are some tips to increase the visibility and engagement of your social media posts.

- Tag CCF in all social media posts.
 - Facebook- <https://www.facebook.com/cholangiocarcinoma>
 - Twitter- <https://twitter.com/curecc>
 - Instagram- <https://www.instagram.com/cholangiocarcinoma/>
- Tag all event sponsors in at least one post thanking them for their sponsorship
- Use hashtags. #cholangiocarcinoma, #CureCCA, #CCAHope, #CCF, and #bileductcancer are all great hashtags to use.
- Share photos as much as possible. People connect to photos and videos, especially photos with people's faces in them. Try to include at least one photo in every post you make.
- Make it easy for people to donate by including the link to your donation page in every post you make.
- Personalize it! Sharing your cholangiocarcinoma story and connection to CCF is crucial for raising awareness and funds.
- Be specific! Share your personal goals for the fundraiser, event details, and any other important details.
- Post a reminder the day of or the day before the event.
- Share a thank you post immediately after the event, including photos of the event, highlights, and updates on the progress made towards reaching your goal.

Instructions on GiveSmart and Personalized Donation Pages

The Cholangiocarcinoma Foundation uses Give Smart Fundraising to allow Community Fundraisers to set up, manage, and share their personalized fundraising webpage with friends and family. All donations made via the webpage are automatically routed directly to CCF. Customized fundraising web pages allows fundraisers to share their story, set individual goals, and easily collect donations all in one place. The web pages track the amount and number of donations and allow donors to list their participation on the Donor Wall of the web page.

Fundraisers can also create "Teams" and have friends and family join their group. All fundraisers in a "Team" will be credited for their donations to support the team's fundraising goal.

CCF's Community Fundraising Specialist is happy to assist you in creating or editing your page if you experience any technical difficulties or are not comfortable creating your own page. Contact the Community Fundraising Specialist at candace.tise@cholangiocarcinoma.org for assistance with your personalized fundraising page.

Follow the instructions below to set up a fundraising page:

1. Click on:
https://fundraise.givesmart.com/join/ccf/CCFCHAMPIONS?parent_id=731836&vid=tco70
2. Enter your basic information: first name, last name, phone, and email
3. Click "Become a Fundraiser"
4. **Very important** *****Click on JOIN OR CREATE TEAM*****
5. Set up your page by adding your profile picture (called Team Photo) and a name - this can be your name or a team name of your choosing.
6. Add up to 15 carousel images. Images must be under 5 MB.
7. Change the "Message for your Supporters" to your own message in your own words. Include your story, what CCF does, and why you are raising money.
8. Click "Create Team." It will take about 60 seconds to upload all the information. You will receive a thank you email with a link to your personal fundraising page. You will also receive your own keyword (i.e., CCFChampions2), which others can use to text 71-777 and donate.
9. Begin sharing the link to your fundraising page with your friends and family!

Here is a link to a successful fundraising page as an example:

<https://fundraise.givesmart.com/vf/CCFCHAMPIONS/team/SeanPatrick>

“Thank You” Tips and Best Practices

Thanking your donors personally for their contributions to your fundraiser is essential to having a successful fundraiser. There are thousands of wonderful causes out there, and your donor chose to support YOU; that is awesome! Let them know how much you appreciate their support. See a list of best practices and suggestions for making your donors feel valued below.

1. Send a personalized “Thank You” to each of your donors no longer than a week after receiving their donation. Thank you’s can be emails, phone calls, cards, or letters. Whichever method you select, be sure to include the following information:
 - a. How much they donated and when you received the donation.
 - b. What the funds will be used for (Supporting the Cholangiocarcinoma Foundation’s research and advocacy efforts.)
 - c. Why their donation is important to you.
 - d. A big THANK YOU!
2. Include photos, videos, and graphics if you have any in the thank you.
3. Include updates on the progress of your fundraiser. For example, if the event is over, you can say that you met your goal and report on how much money was raised and how many individuals participated.
4. Tag sponsors and vendors in social media posts thanking them for their support.
5. Send thank you emails/letters/cards to all volunteers and sponsors, in addition to all donors.

Sponsorship Tips

Partnering with local merchants is a great way to get the community involved, but it is also a great way to raise funds! Many local and national businesses have charitable giving programs and policies and support fundraising events. CCF suggests trying to solicit as many sponsors for your event as possible. Please see a list of tips and best practices for soliciting sponsors below.

1. Be sure to ask for support with plenty of time in advance. We recommend asking for support from local businesses at least three months in advance. This allows you to advertise the sponsor's participation in the event and include them on any event merchandise.
2. Outline the “benefits” sponsors will receive for supporting your event when you ask. See a sample sponsor letter on page 25.
3. Ask for in-kind or underwriting sponsors in addition to straight monetary sponsors. The goal for fundraisers should be to pay for as little as possible. For example, if a volunteer is hosting a race and plans on handing out snacks and water to the runners, the fundraiser can ask a local convenience store to donate water and snacks to the fundraiser. The less money a Community Fundraiser must spend on supplies, the better, as that money can be donated to the Foundation.
4. Ask local businesses for gift cards or product donations for raffles, prizes, and giveaways.
5. Select sponsors whose goals and values align with your event. For example, if you are hosting a hike in the woods fundraiser, asking the local outdoor sports store for sponsorship would be a great ask.
6. Offer volunteer opportunities with sponsorship requests. Many large corporations (like Walmart) have Employee Volunteer programs where they donate to organizations that have volunteer opportunities for their employees.

Suggested business to ask for Sponsorship:

- Local Banks (Wells Fargo, PNC, and Truist all have robust charitable giving programs)
- Target
- Wal-Mart
- Coca-Cola
- Starbucks
- Kroger/ Other local grocery stores
- Local car dealerships
- Local real estate agents
- Local health care facilities (hospitals, dentist offices)
- Gas stations (Exxon and BP have robust charitable giving programs)
- T-shirt or print companies that produce your merch
- Local restaurants
- Pharmacies (CVS and Walgreens both have charitable giving programs)

Cholangiocarcinoma Foundation Contact Information

Staff

Stacie Lindsey, Founder & CEO
Alli Ward, Vice President & Chief Operating Officer
Melinda Bachini, Director of Patient Services
Claire Condrey, Volunteer Coordinator
Julie Cunningham, Director of Development
Allison Deragon, Communications Specialist
Lena Fung, Director of Corporate Development
Kristin Hamilton, Assistant Operations Officer
Myria Kelly, Communications Project Manager
Laurie Kikel, Development Operations Manager
Emma Mach, Patient Advocate
Trish Mars, Annual Giving Manager
Meredith McGuffage, TeamCCF Coordinator
Lourdes Rocha-Nussbaum, Patient Advocate
Rick Pollock, Director of Creative Services
Jen Sorenson, Development Operations Coordinator
Ramona Steele, Director of Finance
Cindy Thomas, CholangioConnect Coordinator
Candace Tise, Community Fundraising Specialist

Address

5526 West 13400 South, #510
Herriman, Utah 84096, USA

Phone

(888) 936-6731

Web

<https://cholangiocarcinoma.org>

- Email info@cholangiocarcinoma.org for general information.
- Email advocacy@cholangiocarcinoma.org for patient/caregiver-specific questions.
- For fundraising questions, contact Candace Tise at candace.tise@cholangiocarcinoma.org or (888)936-6731x31
- For questions related to sending in donations, thank you letters, or receipts, contact Laurie Kikel at laurie.kikel@cholangiocarcinoma.org

Cholangiocarcinoma Fact Sheets



Cholangiocarcinoma
Foundation*

CHOLANGIOCARCINOMA FACTS

cho·lan·gio·car·ci·no·ma | kō-lān'jē-ō-kār'sə-nō'mə



Cholangiocarcinoma (bile duct cancer) is a **cancer of the bile duct of the liver**. It starts in the bile duct, a thin tube, about 4 to 5 inches long, that reaches from the liver to the small intestine. The major function of the bile duct is to move a fluid called bile from the liver and gallbladder to the small intestine, where it helps digest the fats in food.

Cholangiocarcinoma is a **rare cancer**. Of the top eight deadliest cancers, seven are rare. Rare cancers have a 5-year survival rate under 50% with the cholangiocarcinoma 5-year survival rate being approximately 20%!



There are three types of cholangiocarcinoma: **intrahepatic**, **perihilar** and **distal**, and the mortality rate has increased dramatically in the last decade. According to a recent study², it is estimated that by 2040, liver and bile duct cancer will be the third deadliest cancer in the United States.

An estimated 10,000 people in the United States develop cholangiocarcinoma each year, and almost 2 out of 3 people with cholangiocarcinoma are **65 or older** when it is found. The chances of survival for patients with bile duct cancer **depends to a large extent on its location and how advanced it is when it is discovered**.



Patients are typically **diagnosed at a late stage** due to no validated early method of detection. Symptoms of jaundice, abdominal pain, itchy skin, and weight loss are symptoms that do not usually present till advanced disease progression.

1. Survival Rates for Bile Duct Cancer; Howlader N, Noone AM, Krapcho M, Miller D, Best A, Yu M, Ruhl J, Tatalovich Z, Mariotto A, Lewis DR, Chen HS, Feuer EJ, Cronin KA (eds). SEER Cancer Statistics Review, 1975-2017 National Cancer Institute, Bethesda, MD; https://seer.cancer.gov/csr/1975_2017/, based on November 2019 SEER data submission, posted to the SEER website, April 2020.

2. Estimated Projection of US Cancer Incidence and Death to 2040; JAMA Netw Open. 2021;4(4):e214708. doi:10.1001/jamanetworkopen.2021.4708

The Cholangiocarcinoma Foundation was founded in 2006, in Salt Lake City, Utah, by a family who lost a loved one to cholangiocarcinoma.

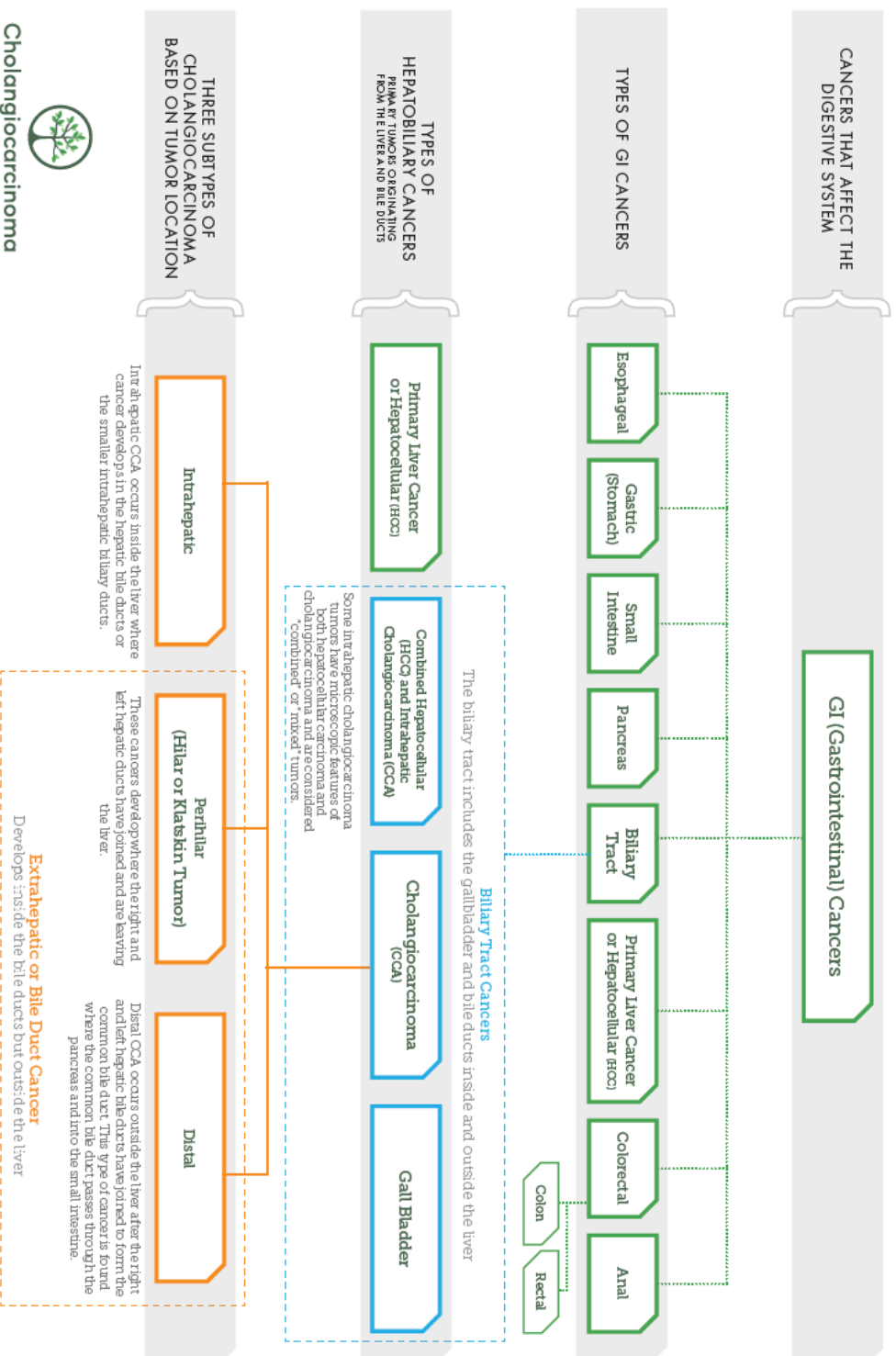
The 501(c)(3) has grown to become the leading global resource in research, education, and patient advocacy. Its goal is to find a cure and improve the quality of life of those impacted by cholangiocarcinoma.



cholangiocarcinoma.org

02-2024

Cholangiocarcinoma

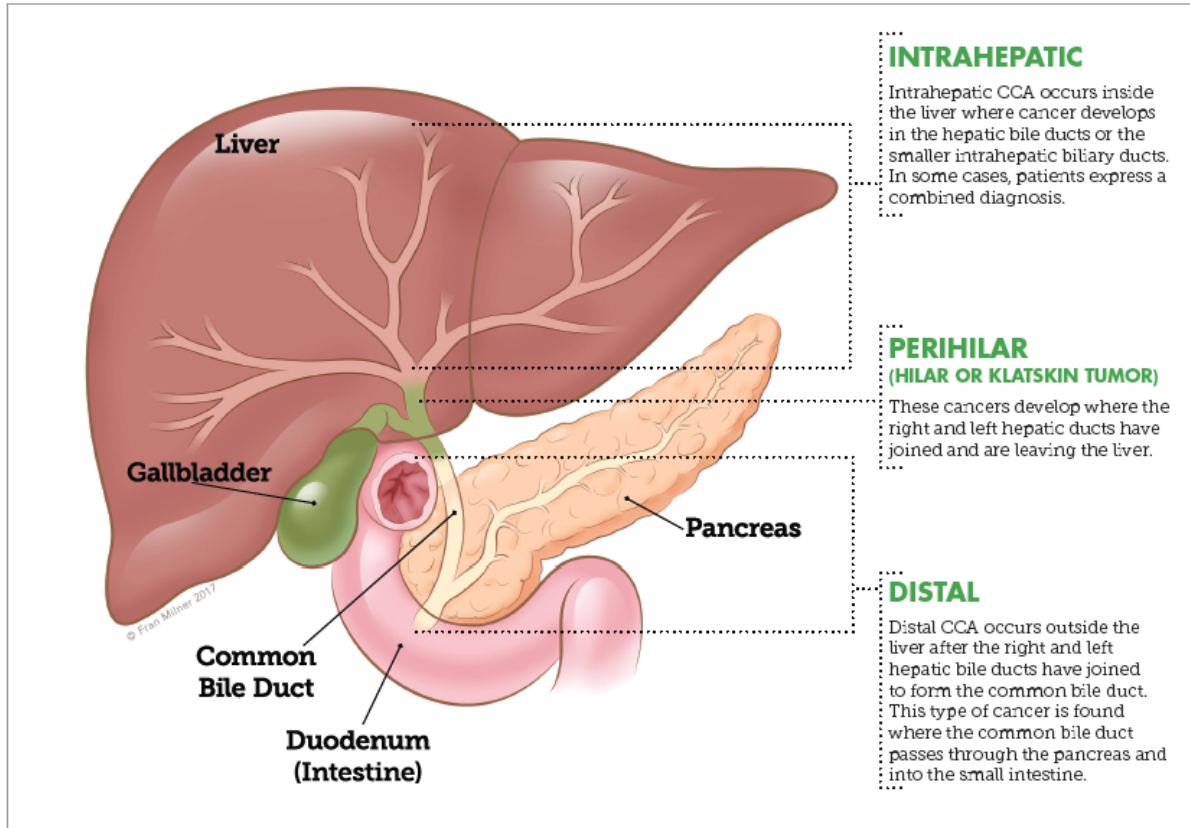


Cholangiocarcinoma (BILE DUCT CANCER)

cho·lan·gio·car·ci·no·ma | kō-lān'jē-ō-kār'sə-nō'mə



Cholangiocarcinoma
Foundation®



Fundraiser FAQ

We are grateful that you chose to host an event benefiting the Cholangiocarcinoma Foundation (CCF). It is our goal to help you as best we can to not only get the information and resources that you need but also to promote the event once it's active. Please review these frequently asked questions about hosting a fundraising event with CCF. If you still have questions, please contact our Community Fundraising Specialist at candace.tise@cholangiocarcinoma.org.

Can I use the Cholangiocarcinoma Foundation name and logo to promote my event?

Upon CCF staff's approval of your fundraising event, you may use the CCF logo and taglines. Community Fundraisers are expected to follow logo usage guidelines established in the [CCF Style Guide](#). When using CCF's name and logo, please make sure it is clear that CCF is the beneficiary and not the event host (you may do so by including the word "benefiting" above the logo).

Will someone from CCF attend my event?

Depending upon staff availability, someone from CCF may be able to attend your event. We are also always happy to provide you with resources to ensure that the CCF brand is visible at your event. [Contact us](#) for more details.

Will CCF solicit sponsorship for my event?

CCF cannot solicit sponsors for your event. However, we will provide approved events with a list of possible sponsors and templates for solicitation letters. Our Community Fundraising Specialist is happy to help create the materials you need to solicit sponsors for your event.

Can I designate my raised funds to a specific CCF program or area?

Yes, you may direct the funds you raise to a specific area within CCF during the registration process. If you choose not to select a particular designation, the funds you donate will support the area of greatest need. CCF suggests designating all donations as general/ "where most needed" as this allows for the most flexibility in achieving CCF's research and advocacy goals.

Who will help run my event?

We recommend that you form a committee of friends, family, and others passionate about finding a cure for CCA. Additionally, CCF's Community Fundraising Specialist is available to troubleshoot any problems and provide resources and support.

Who will be responsible for my event expenses?

You are responsible for covering all expenses for your event. CCF does not reimburse fundraising expenses. You may deduct your event costs from the funds raised before you send your funds to CCF, but these costs cannot exceed 20% of the total amount raised. Many fundraisers try to obtain corporate or individual sponsorships/underwriters to absorb some or

all of the event expenses. The fundraising team is happy to provide a list of tips and suggestions for securing sponsorships.

Are Sponsorships tax-deductible?

Sponsors make monetary donations directly to CCF. These donations are counted toward the event revenue and cannot be used by the event organizer to cover expenses. Sponsors receive a 100% tax deduction if they do not receive any substantial return benefits other than an acknowledgment of the name or logo at the event. Please refer to <https://www.irs.gov/taxtopics/tc506> for additional information.

How do I collect donations before, during, and after my event?

Most gifts should be made through your online personal fundraising page (more information below). These gifts can be made securely using a credit or debit card, and you can watch your fundraising progress unfold in real time. Whenever possible, encourage your attendees, sponsors, and other donors to use the online platform to make their contributions. If paying by check, checks should be made payable to ‘Cholangiocarcinoma Foundation’ and include your event name in the memo line. We suggest sending checks by ‘Certified Mail’ so you can track the check in the mail. Checks can be mailed to Laurie Kikel at CCF at the following address:

CCF – Your Event Name

5526 West 13400 South, #510

Herriman, Utah 84096, USA

If I am holding the same event annually, do I need to register each year?

Yes, please register your event and indicate that you are a returning event.

What is CCF’s Tax ID number?

CCF’s tax ID number (TIN) is 20-5776861. Please be aware that due to legal guidelines, you are not permitted to use the tax-exempt number to make purchases related to your event. However, you may provide the number to businesses that make donations to your event and require the number to verify the 501c3 status of CCF.

Can I create an online fundraising page for my event on CCF’s website?

Yes! Once your fundraiser is approved, we will collect information to create your personalized fundraising page (photos, a short bio, event details, and a fundraising goal.) We will then share the link with you that can be shared with your network and on your social media pages. This page will allow donors to contribute directly to CCF in honor of your event. You can also encourage your network to create personal fundraising pages from your primary ‘Team’ fundraising” page.

I have the link to my fundraising page; what now?

It's time to share! CCF encourages fundraisers to share the Fundraiser page and event details with family, friends, and coworkers via email and social media. CCF has provided sample emails and social media posts in the CCF Community Fundraising Guide. This guide also included tips for encouraging engagement and suggestions for posting frequency. After completing the registration form, the Community Fundraising Guide will be shared with all Community Fundraisers.

What if my donors give me checks or cash, and I have a fundraising page?

We encourage your donors to contribute via your online fundraising page, but if you receive checks, please mail them directly to CCF (5526 West 13400 South, #510, Herriman, Utah 84096) via "Certified Mail" with the event name in the memo line of all checks. Please convert any cash donations to a money order before mailing them to CCF. CCF staff will manually add all offline donations to your fundraising page if your fundraiser is indicated on the donation.

Will CCF provide my donors with tax acknowledgment letters?

Yes! All donors who donate online via your personalized fundraising page will receive an email thank you letter that serves as a tax acknowledgment. Donors who make gifts by check or money order directly to CCF will receive a physical thank you letter by mail at the address they provide. As a best practice for volunteer fundraisers, we encourage our event coordinators to send personalized thank you's to their donors as well. CCF has provided an example thank you letter in the examples section of the Community Fundraising Guide.

Will CCF contact donors at my event?

Donors who make gifts directly to CCF (online or by check/money order) are eligible to receive communication regarding CCF research advancements, advocacy efforts, and special events.

Can CCF provide a list of donors to my event or campaign?

Yes! All donors who donate using your personalized fundraising web page will be tracked on the page, and offline donations that come in via mail will be tracked and added. If you opt not to have a personalized fundraising page, [contact us](#) to receive a list of all donors who contributed to your event.

Forms for Community Fundraisers

Fundraiser Request Form

Community fundraising events raise funds required to provide outreach and advocacy efforts and fund research essential to achieving the Cholangiocarcinoma Foundation’s (CCF) mission of finding a cure and improving the quality of life for all cholangiocarcinoma patients.

Whether this is your first event or if you are an old pro, CCF’s Development Team is here to assist you as you plan and execute your event. Please fill out the Fundraiser Request questionnaire below, and our Fundraising Specialist will be in touch with resources to help plan a successful event. Please see our fundraising FAQs if you have any additional questions.

First Name: _____ Last Name: _____

Email: _____ Phone Number: _____

Address: _____

City/Town: _____ State/Province: _____

Zip/Postal Code: _____

Please tell us about your relationship with the Cholangiocarcinoma Foundation [check all that apply]:

- CCA Patient
- Caregiver of Patient
- Family member/friend of Patient
- CCF Volunteer
- Other

What type of fundraising event are you planning on hosting

- Run/Race
- Sporting Event or Tournament
- Auction
- Concert or Performance
- Gala or Dinner

- Product Sales
- Other _____

Have you hosted a fundraiser for CCF in the past?

When is the proposed date of the fundraiser?

Please list any details about the event you may already have.



Cholangiocarcinoma
Foundation®

CCF Community Fundraiser Agreement

Thank you for your interest in hosting a Community Fundraiser benefiting the Cholangiocarcinoma Foundation (CCF). We are honored that you have selected CCF as the beneficiary of your fundraising efforts. By completing this form, you agree to the terms and conditions outlined below and expected of all community fundraisers. Below is a list of benefits that will be provided to each fundraiser.

CCF is pleased to assist you in planning your fundraising event by offering the following:

- Permission to use the CCF's name and logo for the event.
- Advertising on the CCF's social media as agreed upon with the Community Fundraising Specialist.
- Advertisement on the Event Calendar on the Cholangiocarcinoma Foundation website.
- Educational materials for distribution (Brochures, talking points, PowerPoint templates, Videos, etc.)
- CCF Awareness Bracelets
- Receipts to all donors who provide contact information and storing of donor records.
- Thank you letters to all donors who have provided contact information.
- A custom donation web page for all Community Fundraisers hosted on CCF's donation platform.
- Assistance planning logistics and answering any questions to the best of CCF staff's ability.

The following are CCF's guidelines for all fundraising events that benefit CCF and are sponsored by third parties (individuals or organizations other than the Foundation and its staff).

- All CCF Fundraisers will distribute funds raised on behalf of CCF in a timely manner.
 - The Community Fundraising Specialist should be notified within two weeks post-event regarding event turnout and an approximate amount of funds raised.
 - Funds should be sent to CCF no later than two months after the event- if this is not achievable, please notify the Community Fundraising Specialist in advance.

- All CCF fundraisers will distribute the agreed upon and advertised percentage of profits to CCF.
- If possible, all CCF fundraisers will provide CCF with complete donor records, including the donor’s name, address, and donation amount.
- All CCF fundraisers will abide by logo-usage guidelines outlined in the [CCF Style Guide](#). Contact CCF’s Director of Creative Services at rick@cholangiocarcinoma.org for questions regarding logo usage and design.
- If a fundraiser is advertising a partnership with CCF, the Foundation has the right to approve the language, statements, and all use of logos, videos, and images. Please share content with the Community Fundraising Specialist at candace.tise@cholangiocarcinoma.org for approval prior to publishing.
- All CCF fundraisers will submit CCF Community Fundraisers Event Request and Agreement Forms at least one month prior to the event.
- All CCF fundraisers will conduct themselves in a manner that represents CCF’s core values with integrity. All fundraisers will adhere to the expectations and guidelines outlined in the [Community Fundraising Guide](#). Inability to follow the policies and procedures or engaging in behavior that does not reflect CCF’s core values will require further action and possibly result in severing the partnership.
- All CCF fundraisers will communicate event plans with the Community Fundraising Specialist.
- All CCF fundraisers will abide by local event guidelines and ordinances and obtain the required permits, certifications, and insurance to host an event safely and legally.
- Event organizers who are including alcohol in their Community Fundraising Event must sign and return the [CCF Policy for Alcohol Use at Community Fundraising Events](#) and submit it to the Community Fundraising Specialist prior to the event.
- CCF cannot cash a check written to CCF and return the cash to you.
- CCF is not responsible for contracts you signed and/or negotiated.
- CCF is not liable for any damages or injuries that occur at or while participating in any activities related to a Community Fundraising Event.

Please complete the information below and return it to the Community Fundraising Specialist.

Name of Contact Person Organizing Event: _____

Name of Organization/Company (if applicable): _____

Contact Address: _____

Phone: _____ Email: _____

Type of Fund Raiser: _____

Date of Fund Raiser: _____ Location: _____

Cost/donation for donor to participate (attach sponsorship sheet, if available): _____

Number of people expected to attend the event: _____

Please attach a proposed budget of income and expenses.

Any other details that are relevant to the event that you would like to share: _____

I understand and agree to comply with the Foundation’s guidelines for a community fundraiser.

Signature _____

Date _____



Cholangiocarcinoma
Foundation®

CCF Policy for Alcohol Use at Community Fundraising Events

The purpose of this policy is to provide guidance for those CCF events at which alcoholic beverages (including but not limited to beer, wine, liquor, and/or other beverages containing alcohol) may be available.

This policy is based on the following principles:

- Alcohol is a widely accepted part of social gatherings and celebrations.
- Alcoholic beverages should be consumed in moderation and responsibly.
- CCF recognizes that some people choose not to drink or cannot drink alcoholic beverages for a range of personal, ethical, religious, and medical reasons.
- Alcohol consumption should not interfere with attendees' enjoyment of the event.
- As a representative of CCF, you have a duty and responsibility for all those attending the event, including guests and volunteers.
- If state laws restrict the sale or supplying of alcoholic beverages, CCF requires that you comply with all such laws.
- You have considered whether the availability of alcoholic beverages is appropriate at the event, taking into account the nature of the event, budget, safety issues, time of day, ages of those in attendance, and any cultural issues.

In choosing to have alcohol at a CCF fundraiser, you must be aware of and agree to the following policies.

- You must be aware of the current state, federal, and local laws and regulations that apply/relate to the sale, distribution, and consumption of alcoholic beverages.
- You agree to comply with all current state, federal, and local laws and regulations that apply/relate to the sale, distribution, and consumption of alcoholic beverages.
- You agree that you will not sell, distribute or supply alcoholic beverages to any person who is under the legal age in the relevant state or town where the event is held or who is unduly or visibly intoxicated or disorderly.
- You agree to designate one or more persons to monitor the distribution and use of alcoholic beverages.

- You agree to obtain all necessary permits, insurance, security, etc., as required in the city or town where the event will be held.
- You will not permit, tolerate, encourage or participate in “drinking games.”
- Sufficient quantities of non-alcoholic beverages and food must be provided throughout the event to serve 100 percent of the attendees.
- The event must be closed and limited to invited and/or registered guests.
- The sale of alcoholic beverages must be conducted through a licensed vendor and/or in accordance with applicable state and local laws.

Authorized Signature

Date



Cholangiocarcinoma
Foundation®

Photo/Media Release Form

I hereby grant the Cholangiocarcinoma Foundation (CCF) the right and permission to publish, reproduce and/or distribute photographs, and videos of me, my minor children, my family, and/or community, and/or my original writings on websites and in publications, promotional flyers, educational materials, or for any other similar purpose without compensation.

I understand that such photographs and/or video recordings may be posted on the internet and shared via social media. I understand and agree that I and others photographed or videotaped, including my minor children, may be identified by name and/or title in printed, internet, or broadcast information that might accompany the photographs and/or video recordings.

Such permission includes, but is not limited to, my name, recorded audio, video, or live stream, photographs or likeness, writings, testimonials, and biographical information in connection with the creation, use, and distribution of materials, in written or electronic format, without limitation for distribution that includes electronic and/or print materials and social media.

I warrant that all of the material I provide do not violate any copyright or other proprietary rights of others. I waive the right to approve the final product. I waive the right to compensation for use of the materials outlined above. I am over the age of 18 years old, and I have read, and I understand this document. I understand and agree that it is binding on me, the person(s) named above, including minor children, our heirs, assigns, and personal representatives.

Printed Name: _____ Signature: _____

Date: _____