

Guidelines for Charitable Special Events / Activities Benefiting the Cancer Institute

As a non-profit organization, our resources are limited, but we will strive to support your event / activity as much as possible.

Special Event / Activity Benefiting Cancer Institute Guidelines:

- The Sponsoring Individual / Organization must submit an Application Form for Special Event / Activity to Benefit the Saint John's Cancer Institute for approval.
- Sponsoring Individual / Organization is responsible for complying with IRS regulations regarding the event / activity and charitable deductions. Visit www.irs.gov for more information.
- Sponsoring Individual / Organization must obtain all necessary permits and insurance.
- Sponsoring Individual / Organization is responsible for filing a "Notice of Intention" with the Los Angeles Police Commission, Charitable Service Section, unless otherwise exempt. Visit www.lapdonline.org for more information.
- The Saint John's Cancer Institute must review and approve the use of SJCI's name on all promotional material, including but not limited to invitations, flyers, and press releases, prior to printing and distribution.
- On first reference refer to the organization as "Saint John's Cancer Institute at Providence Saint John's Health Center" and identify it as such in all materials pertaining to the event / activity. Subsequent references of the organization's full name can be shortened to "Saint John's Cancer Institute."
- Sponsoring Individuals / Organizations may not incorporate the name "Saint John's Cancer Institute" as part of the event / activity name, such as "XYZ/Saint John's Cancer Institute Golf Tournament," but may use a second line identifying the relationship with the Institute, such as "XYZ Golf Tournament benefiting the Saint John's Cancer Institute."
- Sponsoring Individual / Organization will use its own mailing list.
- Event / Activity proceeds and an itemized list of revenue and expenses must be provided within 60 days after the conclusion of the special event / activity. Check should be made payable to Saint John's Cancer Institute. If several checks are submitted, a spreadsheet which includes donor name, addresses, and amount of donation must accompany the checks.
- Saint John's Cancer Institute is not financially or otherwise liable for the promotion or production of the proposed event / activity.
- Sponsoring Individuals / Organizations acknowledge that the Institute has permission to use digital assets from the event / activity if provided.

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What Cancer Institute can provide:

- Once your event / activity is approved by the Institute, a letter of authority (including tax-exempt information) will be provided to event / activity organizers to use for fundraising and sponsor-recruitment efforts.
- Assistance in promoting the event / activity on Institute social media. Additional publicity is the sole responsibility of the Sponsoring Individual / Organization.
- Literature about the Institute and promotional materials, upon availability, to distribute at event.
- We would be pleased to discuss the possibility of a SJCI staff / faculty representative attending your fundraising event / activity. Attendance of a representative is based on availability and will be handled on a case-by-case basis.

Cancer Institute generally does not provide:

- Administrative and event / activity planning support which includes (but is not limited to) invitation design and distribution, compiling RSVPs, selling tickets, raising funds, recruitment of sponsors or celebrities, soliciting auction donations, providing staff / volunteers for events.
- Financial support for event / activity. No cost associated with the event / activity can be incurred by the Institute.
- Public relations support.
- Insurance and / or liability coverage.
- Mailing lists.