



Special Event Guidelines

These guidelines have been prepared for individuals, organizations and other groups that would like to hold an event benefiting The Vannie E. Cook Jr. Cancer Foundation. **No announcement or publicity of any proposed event may be made until the Executive Director gives approval.**

The Executive Director has the right to approve only those events that represent the Foundation appropriately, upholding our mission and image, offering the net proceeds or an acceptable percentage of net revenue to The Vannie E. Cook Jr. Cancer Foundation. The completed Events Proposal Form must be submitted to the Executive Director at least 30 days in advance of the event.

The Vannie E. Cook Jr. Cancer Foundation's logo and name may be used only after the Executive Director has granted approval. **All printed materials and other publicity to be published with The Vannie E. Cook Jr. Cancer Foundation's logo or name must be seen and approved by the Executive Director prior to printing and distribution.** If approved we will provide a camera-ready logo, please do not copy it from other sources.

In naming the event, The Vannie E. Cook Jr. Cancer Foundation should not be used in the title, but as the beneficiary of the net proceeds. For example: (Event name) benefiting The Vannie E. Cook Jr. Cancer Foundation. The Vannie E. Cook Jr. Cancer Foundation reserves the right to approve any and all co-beneficiaries.

If an organization plans to solicit contributions, sponsorships or in-kind gifts from businesses, the list of potential business sponsors must be reviewed and approved by the Executive Director prior to approaching. The Vannie E. Cook Jr. Cancer Foundation cannot pay any expenses related to the event.

Foundation representation may be available for the event; however, the request must be made well in advance of the event. Determination for representation or support will be determined upon availability, date of event and past event success rate.

All net proceeds must be submitted to The Vannie E. Cook Jr. Cancer Foundation within 45 days. Funds should be made payable to and mailed to:

Vannie E. Cook Jr. Cancer Foundation
101 W. Expressway 83
McAllen, TX 78503

The Vannie E. Cook Jr. Cancer Foundation does not release its mailing list to third party organizations.

Approval to repeat an event must be requested each year.

Questions? Please contact: Laura Martinez Ilgun
Executive Director
956.687.5146
lmilgun@txccc.org



EVENT PROPOSAL FORM

NOTE: APPLICATION MUST BE APPROVED BY THE VANNIE E. COOK JR. CANCER FOUNDATION PRIOR TO PUBLICIZING OR HOLDING EVENT.

Name of group or company planning event: _____

Contact Person: _____ Title: _____

Mailing Address: _____

Daytime Phone: _____ Alternative Phone: _____ Fax: _____

Email: _____

Briefly describe your organization: _____

Is your group a 501(c) 3 non-profit organization? Yes No

Name of proposed event: _____

Date: _____ Time: _____ Location: _____

Briefly describe the event: _____

Is the event: Open to the public By invitation only

Have you formed a committee to help organize this event? Yes No

If no, who will support you in your efforts? _____

Has the event taken place before? Yes No If so, when, and elaborate on your successes and lessons

learned: _____

Are there other beneficiaries besides The Vannie E. Cook Jr. Cancer Foundation? Yes No

If yes, please explain: _____

How will the funds be raised?

Raffle tickets: Yes No Amount: \$ _____ Ticket sales: Yes No Amount: \$ _____

Auction: Yes No Sponsorships: Yes No Amount: \$ _____

Other (Please explain): _____

Who will you solicit? Friends Clients Family Other: _____

How will you promote this event? _____

Why would you like to do a special event or promotion for The Vannie E. Cook Jr. Cancer Foundation?

Do you need assistance with your event from the Vannie E. Cook Jr. Cancer Foundation and, if so, what type of assistance do you need?

Do you need a foundation representative at your event? Yes No

Estimated total costs of event: _____ Estimated revenue of event: _____

Estimated net income of event: _____

How will expenses be paid? From proceeds By event organizer

Estimated amount to be given to the Vannie E. Cook Jr. Cancer Foundation:

Does your company plan to match the amount you raise? Yes No

I agree that The Vannie E. Cook Jr. Cancer Foundation will receive all revenues from the event within 45 days of the event. Yes No

I agree that The Vannie E. Cook Jr. Cancer Foundation must approve all publicity for the event prior to being release printed, etc.? Yes No

Signature of applicant: _____ Date: _____

Print name _____

PLEASE RETURN FORM TO:

Laura Martinez Ilgun, Executive Director
The Vannie E. Cook Jr. Cancer Foundation, Inc.
101 W. Expressway 83
McAllen, TX 78503
956.687.5146
956.687.5196, fax
lmilgun@txccc.org

Your support is greatly appreciated!

For Foundation use only

Date approved: _____ Approved by: _____