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The Dempsey Center  
29 Lowell Street, 5th Floor  
Lewiston, ME 04240

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1.866.990.1499  
[www.dempseychallenge.org](http://www.dempseychallenge.org)  
[info@dempseychallenge.org](mailto:info@dempseychallenge.org)

## Independent Fundraising Event Guidelines

In order to protect the integrity of our organization (The Patrick Dempsey Center for Cancer Hope & Healing at Central Maine Medical Center) and event (The Dempsey Challenge), we require all Independent Fundraisers and Independent Fundraising Events (IFE) abide by the below policies and procedures. Due to the hands-off nature of these fundraisers, the Dempsey Center and The Dempsey Challenge take no responsibility for the activities conducted by an Independent Fundraiser benefiting the Dempsey Center or The Dempsey Challenge. Thank you for your understanding!

### APPLICATION

Those wishing to conduct an IFE to benefit the Dempsey Center or Dempsey Challenge should fill out and submit the Independent Fundraising Event application located at the end of this document or on the Fundraising tab of the Dempsey Challenge website: [dempseychallenge.org](http://dempseychallenge.org). Event staff will review your application and will contact you if there are any issues with your planned IFE. Applications should be submitted at least two (2) weeks prior to the IFE start date. By submitting an application, you have acknowledged that you have read and understand in entirety these Independent Fundraising Event procedures.

While we understand you may not know how much money your IFE will raise, we include a proposed budget in our application to help you plan for expenses pertaining to venue fees, promotion, materials, etc. We hope this will help you accurately plan and manage expectations for a successful event!

### NAME & LOGO

Those wishing to use the Dempsey Challenge logo should visit the Fundraising tab of the Dempsey Challenge website: [dempseychallenge.org](http://dempseychallenge.org) and download the Independent Fundraising Event logo and logo style guidelines. Independent Fundraisers are not permitted to use the official event or organization logos, as they appear in the header of this document, without approval from Dempsey Center staff. The full name of the organization is the "Dempsey Center," please do NOT use "The Patrick Dempsey Center for Cancer Hope & Healing", and the event is the "Dempsey Challenge". The event and/or organization should be identified by its correct name on all promotional materials.

Independent Fundraisers should use a second line identifying the relationship with the event/organization, such as "School Bake sale to benefit the Dempsey Challenge" instead of "Dempsey Challenge School Bake sale."

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## CHALLENGE

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### PROMOTION

We want your fundraising events to be successful! Once an application has been submitted and approved, organization/event staff will begin promoting your event through our website and social media. Please note that while we will do our best to support your efforts, we do not have the staffing available to organize or plan your event. Thank you for understanding.

We reserve the right to refuse to promote any IFE which is not approved by event staff (see above application protocol).

### MISSION & VALUES

#### **Please describe the Dempsey Center & Challenge in this way:**

The Dempsey Center is a leader in Quality of Life Care for individuals and families impacted by cancer. They provide a personalized, holistic, and integrated approach to cancer prevention, education and support.

They provide support services to compliment treatments, and support caregivers, patients, and their families equally.

The Dempsey Challenge is the primary fundraiser for the Dempsey Center and champions a spirit of celebration and culture of paying it forward.

### SOLICITATION OF CORPORATE DONATIONS

Anyone wishing to request monetary or in-kind donations from a company should first seek approval from Dempsey Center staff. This will avoid duplicating efforts or jeopardizing current corporate partnerships.

### RAFFLES AND OTHER GAMES OF CHANCE

The Dempsey Center strongly discourages organizers of Independent Fundraisers from conducting raffles or other gaming activities in connection with their fundraising activities. It is the responsibility of the organizer of the Independent Fundraiser to be sure that fundraising activities comply with all state and federal laws. In Maine, the laws only allow for certified 501c3 organizations to conduct raffles. Organizers in other states should contact state officials in their state of residence regarding laws surrounding raffles and games of chance. The Dempsey Center takes no responsibility for the activities conducted by an Independent Fundraiser benefiting the Dempsey Center or the Dempsey Challenge.

Exception: All Central Maine Healthcare employees may be able to operate their raffle or game of chance under the oversight of the Dempsey Challenge Fundraising Coordinator. Please be sure to select "Employee of Central Maine Healthcare" and indicate that you intend to hold a raffle on the IFE application and a staff member will contact you with further instructions.

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### **AVAILABILITY OF ORGANIZATION/EVENT STAFF OR VOLUNTEERS**

Please inform the staff well in advance if you want a representative of the organization/event to attend in an official capacity (to welcome guests, thank participants, make any remarks or join in the ceremonies). While we can't guarantee attendance, we will do our best to have a representative attend your event!

### **USE OF ORGANIZATION/EVENT MAILING LIST**

Because we take seriously the privacy of our donor and participant contact information, the Dempsey Center and Dempsey Challenge will not provide donor or participant mailing lists to others for fundraising or promotion.

### **INDEMNITY & LEGAL REQUIREMENTS**

Where appropriate an Independent Fundraising Event Organizer agrees to hold harmless, the Dempsey Center and the Dempsey Challenge, its affiliates, sponsors and event staff and volunteers.

While the staff is pleased to answer questions and provide general information, the ultimate responsibility for meeting these obligations rests with you or your group. The Dempsey Center takes no responsibility for the activities conducted by an Independent Fundraiser benefiting the Dempsey Center or the Dempsey Challenge. Failure to comply with guidelines and rules contained herein may result in immediate removal from the event and outside reporting of behavior as appropriate.

### **TAX ID NUMBER & DONOR RECEIPTS**

While the Dempsey Center is a certified 501(c)3 organization, because donors will be donating funds to you/your group as opposed to directly donating to the Dempsey Center/Dempsey Challenge, we are unable to provide our Employee Identification Number (EIN) OR receipts to donors for Independent Fundraising Events.