

Relay For Life of Wood County 2010

FUNDRAISING ACTIVITY FORM

It is extremely important for the American Cancer Society (ACS) office to know about your Relay For Life fundraiser within our community. Frequently the ACS office will receive phone inquiries to confirm that your fundraiser is legitimate. Your Team fundraiser is scheduled by completing this form. Upon completion of the fundraiser, turn in the money raised recorded on a Team Accounting Sheet to the ACS office to be processed and deposited to prevent loss. This form should be used for all fundraisers throughout the year, photocopy as needed to submit all fundraisers. All information will be published to our community and on the event website.

Team Fundraising Guidelines: **Do not use the Relay For Life Logo without permission. Bank Accounts are not permitted.** Turn in monies to the American Cancer Society office immediately following the fundraiser. American Cancer Society Tax Exempt Form is not available for items solicited by Teams/Participants as this is considered third-party. All expenses incurred while fundraising are the Team's responsibility. Please see the event website for a complete list of fundraising guidelines.

Please print clearly and be specific:

Team Name: _____ **Team Captain Name:** _____

Activity Contact Name(s) (to be published): _____

Activity Contact Phone #(s) (to be published): _____

Fund Raising Activity Description (i.e. spaghetti dinner, bake sale, opportunity drawing, yard sale, etc.):

Location of Activity: _____

Date(s) of Activity: _____ **Time(s) of Activity:** _____

Onsite (Campsite) Activity Information at the Event:

Team Onsite Fundraising Activities will be listed on a flyer and given to all Team Captains upon check in at Information Area at the event. This will allow Participants and Guests to patronize all Onsite Fundraisers. Please submit your onsite fund raising activity no later than one week prior to the event (last Team Meeting) so that it may be included on the event flyer and posted at the event. Complete the information below.

Onsite Fundraising Activity Description: _____

Onsite Activity Hours: _____ **Opportunity Drawing Time:** _____

Team Captain Name: _____

Return completed form by Mail OR Fax:

American Cancer Society
3901 Briscoe Road/PO Box 4451, Parkersburg, WV 26104
304-422-1472 (phone) 304-422-9569 (fax)