



Thank you for inquiring and being a possible event planner for an event to benefit the Allyson Whitney Foundation, Inc. a 501 c 3 not for profit organization that provides young adult patients fighting a rare cancer with ' life interrupted' patient grants for medical/living expenses.

Look over our Events Question and Answers before you make a commitment and always feel free to contact us at [events@allysonwhitney.org](mailto:events@allysonwhitney.org) if you have any questions or need help.

Familiarize yourself with our mission statement and pursuit. If needed, we have an assortment of information for your review. You, as the planner, want to be able to answer any questions your donors may have about the charity.

Please decide what materials you may need for your event that we may be able to supply.

Our organization can give you suggestions for an event as well. We can help set you up on Crowdrise, a Network for Good fundraising site, donations may then go straight to the charity. Another suggestion is to use Eventbrite to promote your event and be organized with your participant list and tickets, if you are charging a fee.

Once you decide on the event, fill out the forms and a coordinator from AWF will be in touch.

Besides feeling absolutely amazing that you have helped a great cause, there are incentive prizes for event planners awarding the foundation with a donation of \$250 or more.

Welcome to the Team Ally family! We look forward to you joining us in our pursuit to lend a helping hand and to give hope.



## Sponsoring an Event benefiting Allyson Whitney Foundation, Inc.:

Once this form is completed and sent back to us, one of our coordinators will assist you with an approval and a code to write on the donation checks you collect, so you may receive credit for that donation. We understand this maybe just the beginning steps for your event, please fill out as best you can.

### Checklist:

- √ Read through all materials and Event Q & A page
- √ Include copy of your license
- √ A check will be submitted within 14 days of event
- √ Terms and Conditions must be signed and sent with this form

Name of host (s): \_\_\_\_\_

Address of host (s): \_\_\_\_\_

\_\_\_\_\_

Phone #of host(s): \_\_\_\_\_

Email address of host (s): \_\_\_\_\_

\_\_\_\_\_

Name for the event? \_\_\_\_\_

Date/Time/Place of the Event:

\_\_\_\_\_

\_\_\_\_\_

Tell us briefly why you would like to host an event for the foundation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Please check one:

Proceeds of this event will go solely to the Allyson Whitney Foundation, Inc. \_\_\_\_\_

Proceeds of this event will be split with AWF & another organization \_\_\_\_\_

If split, please state name and contact information of other organization: \_\_\_\_\_

\_\_\_\_\_

Would you like brochures/info cards for your event? \_\_\_\_\_

Approximately how many? \_\_\_\_\_

Date The foundation can expect a donation check from the event: \_\_\_\_\_

Would you like to have a fundraising website on our Crowdrise page to accept tax deductible donations straight to the foundation? \_\_\_\_\_

Would you like to know about the website eventbrite to promote your event and have paid participants?

\_\_\_\_\_

Signature(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\*\* Please make a copy of all papers signed for your records. Any further questions, help or guidance contact [events@allysonwhitney.org](mailto:events@allysonwhitney.org)

Return forms by Fax 845 707-4681 or email [events@allysonwhitney.org](mailto:events@allysonwhitney.org)

We at the Allyson Whitney Foundation and its recipients thank you for your time, effort and generosity.



Terms and Conditions of hosting an event:

We ask that you read the next part carefully and understand its content. Any questions please contact us immediately. An event will not be approved unless this waiver of liability is signed and dated by the host (s) of the event to benefit the Allyson Whitney Foundation, Inc.

- 1). The Allyson Whitney Foundation approves the use of our logo for the period of time prior to publicizing the hosted event. After the date of hosted event, the foundation requests that you refrain from using the logo, as it is a trademarked entity.
- 2). The Allyson Whitney Foundation Inc. accepts no responsibility for the hosted event. The hosted event is sponsored by the signature hosts below with proceeds of the event to benefit the foundation with a donation check. Allyson Whitney Foundation, Inc. accepts no responsibility for expenses on said event nor advertising, marketing or sponsoring the event. In that respect, there will be no liability from the hosted event on the part of the Allyson Whitney Foundation, Inc. organization or its Directors and Officers.
- 3). A copy of my license is attached for signature verification.

I (We) agree to the above terms and conditions of the Allyson Whitney Foundation, Inc.

Signed: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_