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What is VHL and VHLA?

**Von Hippel-Lindau Disease (VHL)** is a genetic condition characterized by blood vessel tumors in up to ten areas of the body. It is caused by a flaw in one gene—the VHL gene. With no known cure, active surveillance and surgery are the best options for VHL patients as they battle a series of tumors throughout their life. The VHL gene is in all of us, helping to suppress the growth of tumors. Those with a flaw in this gene are prone to develop tumors throughout their bodies. Researchers are racing to identify and control the pathways that allow tumor growth in VHL and other cancers. Their progress provides hope for all of us by Curing Cancer through VHL.

**The VHL Alliance (VHLA)** is a 501c3 non-profit organization founded in 1993. Today, VHLA is the world's leading organization supporting von Hippel-Lindau Disease. VHLA funds research, increases awareness, and provides education and support to improve the lives of thousands of people living with VHL.

**MISSION**: The VHL Alliance is dedicated to research, education, and support to improve awareness, diagnosis, treatment, and quality of life for those affected by VHL.

**VISION**: Curing Cancer through VHL.
Why Fundraise?

Fundraising events and activities are about raising much needed funds as well as raising awareness!

Fundraising should also be about having fun. People go to events to enjoy themselves and this itself will generate new support and awareness.

The best way to ensure a fun fundraising event is for you to enjoy organizing it. The surest way of achieving that is to plan your event effectively.

This toolkit is intended to give you ideas and to take you through the various stages of holding an event from conception to completion. It should help you avoid some of the pitfalls along the way.

This toolkit is by no means comprehensive. The aim is to pack in as much practical information and advice as possible and hopefully encourage experienced fundraisers and newcomers alike to get organizing.

Third-party fundraising is any type of fundraising event or program conducted by an individual, group or organization where the VHL Alliance is the beneficiary. Fundraising can be done in the form of a special event, a cause marketing program, or as proceeds of sale.

Be Bold. Be imaginative. Above all, enjoy yourself!

Before You Start

The Knowledge

When people are asked to give money to a charity they want to know how it is going to be spent. Therefore, it is important that you know the mission of VHL Alliance and that the money you raise will go towards that mission which is dedicated to research, education, and support to improve awareness, diagnosis, treatment, and quality of life for those affected by VHL. The VHLA vision is Curing Cancer through VHL.

Enthusiasm and Persistence

Your enthusiasm will encourage people to support you. There will be plenty of ‘No’s’. Be prepared for this and do not let it dampen your eagerness. Remember, there are thousands of charities raising money and people do generally support them. Personal connections are a huge help!

Confidence

You have to be confident and direct. People need to see that you believe in what you are doing. Do not be afraid to follow up if you have not heard back from your contact. Just because you have not heard, does not mean they do not want to give. Also, follow up year after year for annual events. Friends and family members want to support your cause. Remember, you must ask in order to receive!
Organization
Draw up a plan of attack. Give yourself plenty of time and set yourself achievable targets.

Contacts and Networking
List everyone you know and how they might help you. You will be surprised how this can help.

Imagination
Be creative with your fundraising ideas. Do not just hold out a hat and expect everyone to want to put money into it. Not everyone will donate money, but perhaps they could donate a prize for a drawing or auction.

Legalities
Please be aware of all licenses and permit rules for your state and city, especially for raffles. If you are in doubt call us. Remember you are representing the VHL Alliance and helping convey our key message as well as raising money.

Donor Receipts
VHLA cannot issue charitable tax receipts for donors or sponsors who make payments directly to your third-party fundraiser. If your donor wants a receipt, please be sure the check is made payable to the VHL Alliance and leave the check in its original form before sending it to us.

Event Accounting
We recommend you open a non-interest bearing checking account, or benefit account, at a local bank. The account must be opened in the third party's name. It cannot be opened using VHLA's name or financial information. There is no need to create a separate non-profit. Anyone can host a fundraiser for VHLA with our approval. We can provide an authorization letter confirming the organizer's intent to raise funds for us.

Incurred Expenses
VHLA cannot fund or financially support community fundraisers. Coordinators are responsible for covering all expenses and cannot be reimbursed by VHLA. For these reasons, as you start to collect money you may want to keep some funds on hand to help pay your expenses.
Fundraising Ideas

**GENERAL EVENTS**

**Auctions**
For an auction to be successful, items must be of good quality, and appropriate for the crowd.

A variation on a silent auction is a blind or sealed bid auction in which bidders simultaneously submit bids to the auctioneer without knowledge of the amount bid by other participants. Usually, the highest bidder is declared the winner.

Another idea is to include items of services: contact your friends and see what they can offer up; babysitting, hairdressing, gardening, photography, decorating, a ride in a special vehicle; the list can go on and on.

**Board Games Evening**
A twist on a card tournament idea. It is something everyone can enjoy, no matter their level. Choose a fun game that most people are familiar with, such as Sorry, Monopoly, Clue, etc.

**Competitions or Bee’s**
Good for schools. Students pay a small fee to enter (e.g. art, posters, short story).

**Games Night**
An entry fee has to be paid for each game played (e.g. darts, dominoes, etc.).

**Services**
Ironing, cleaning, cooking, dog walking, gift wrapping, and babysitting are a few ideas.

**Sponsored Event**
Swim, run, walk, diet, shave - old fashioned ideas that still work.

**Sports Day**
Organize a volleyball, softball, cornhole, or sports match; charge a team entry fee.

**Themed Evenings**
Invite your supporters to a night of Indian, Chinese, Italian or Mexican food - you serve food of that ethnicity. Get people to bring a bottle of wine and charge to cover the cost of the food.
**Larger Scale Events**

*Book Fair*

It will take time to collect, sort, and price the books. Bookshops, libraries, and publishers may be persuaded to donate books as well as friends and the general public.

*Craft Fair*

The fair should be planned a year in advance to ensure the availability of artists and you will need to check that other fairs are not going to be taking place in your area on your preferred date. Fire and safety regulations and insurance may also need to be checked. Consider making some handmade items for the fair.

*Fashion Show*

Clothes might come from a store or from donations (good quality only). Models could be people you know, children or college fashion students. The event will require refreshments, a PA system, and background music. It is advisable to sell tickets beforehand to assess numbers.

*Festival*

Ideas include knocking down a stack of tins, sack races, rolling a ball through a hole, roll-a-penny (must land on a playing card), pick a ticket out of a bucket, hook-a-duck, food stand. If all this sounds too daunting, you could have one or more stalls at an event organized by somebody else.

*Wine Tasting*

The wine and speaker(s) will be provided by local wine merchants and there should be an opportunity to buy at the end of the evening with a percentage going to VHL Alliance.

**Events for Workplace or School**

Work or school is a great place to try some fund raising ideas, with a captive audience! Do not forget to get permission!

*Dress Down Day*

For fun, add theme e.g. school uniform, pajamas, or bad taste - bad hair, bad tie, the worst shirt.

*Cycle or Walk to Work*

Put the money you would otherwise spend on transport towards your fund - and reduce pollution at the same time!

*Lunch Run*

Offer to run out and buy lunch for your busy colleagues. Charge a little extra for a donation.
Weekly Bake Sale
Make a regular thing of it so people plan ahead.

Guess the Number
Have classmates/coworkers donate to guess the number of candy pieces in the jar.

Night In!
Persuade colleagues who frequent pubs and clubs not to go out on one Friday or Saturday night and to donate the money they save.

Workplace Sponsored Charity
If your company has one of these and the staff have a say in the selection process, nominate VHL Alliance and persuade your colleagues to do the same.

More Ideas:
- Plant or Toy Fair
- Pub Crawl
- Barn dance
- Bingo
- Car Wash
- Wine Event
- Gift Wrapping
- Carol Singing
- Karaoke Evening
- Pub Quiz
- Battle of the Bands
- Casino Night
- Dance/Disco
- Garden Party
- Sports Match
- Variety Show
Sponsorship

You can get sponsorship for almost anything, a personal challenge, a haircut, or diet. The list is endless. To make the most of sponsorship here are a few tips, especially if you are hoping to raise a large amount.

Shout about it! Let the World Know!

- Carry your sponsor form with you at all times; you never know who you might bump into.
- However you go about obtaining sponsorship, the cardinal rule is to always follow up.
- Call your sponsors. Call again.
- Stop by and see them.
- Ask if they need any more information.

Online

Set up a fundraising page for VHL Alliance at vhl.org/p2p. Sponsors can make a tax deductible donation right online that will go directly to VHL Alliance.

Approaching a Company

If you are approaching your employer or another company, make sure that you present your ideas in an organized and professional manner detailing:

- The event or activity
- Information on VHLA (we can provide you with materials)
- What benefits there are to the company?
- Your publicity/fundraising plan

Ask to be mentioned on your company website and featured in the newsletter. Staff notice boards and email are two other ways of reaching the workforce.

Remember, aside from contacting the local press to get publicity, you can also contact local businesses - incorporate their company name and logo in any T-shirts, raffle tickets, press releases, and flyers that you might send out. The more organized the plan, the more likely they are to want to support you.

Letter and Email

Companies get lots of requests, so you will need to make yours different. Be clear about the challenge that you have set yourself, who the beneficiaries are and any potential benefits to the person you are writing to. Keep it simple and to the point!
Tailor your approach to your donor. Try and address each letter individually to the appropriate person (often Managing Director or Community Affairs Director). Contact the appropriate director for that information as early in the year as possible. Follow up is key. VHLA can help you craft these proposals and letters.

**Face-to-Face**

Ask for a specific amount rather than letting the donor decide - remember that it is easier to trade down than up:

- "Will you donate $100 towards my challenge?"
- "No, sorry but I can't afford that." "How about $50?" "OK"
- Ask your employer to match the money you raise. Some will turn you down but you will be surprised just how many will support you.

**Suggested Key Points**

- Your personal goal.
- Why you are supporting the particular charity.
- If you have a personal connection discuss how the issue has affected your life and the lives of those around you.
- What the money raised will go towards.
- Website address or copy of the VHL brochure.
- How and where they can send/email their donations - or when you will call them.
- Mail it to friends, family, businesses, work contacts, and local schools.
- As you get closer to your deadline, email or write to all the people you contacted originally. Let them know that you are short of your fundraising target, that you still need $XX and will they sponsor you in order to take you to the target.
- If you are able to change your email auto-signature at work and/or home, add a line about your challenge to raise awareness of what you are doing. If you have set up a Peer to Peer page ([vhl.org/p2p](http://vhl.org/p2p)) for the challenge, then create a link in the signature (or use [vhl.org](http://vhl.org)).
Putting on an Event

**HOW TO CHOOSE A SUITABLE EVENT**

When considering what kind of event to do, bear in mind:

- The likelihood of success – how popular is the event going to be with the public in your area and is it something you will actually enjoy?
- What skills, interests and talents can you draw on from your family, friends, their families and colleagues?
- How many organizers do you need prior to the event and how many will you need on the day itself?
- Is the venue and facilities sufficient? Consider: parking, access, heating, lighting, catering, toilets, etc.
- Do not bite off more than you can chew! A small well organized event is better than a large chaotic one. You will not have the time or the resources to do everything, so choose one or two things and do them well. It is easier to repeat a past success than to start afresh, so consider past successful ideas.

**MONEY**

How much money is it likely to cost and how much profit will it make? Minimizing the expenditure and maximizing the income is the key to profitability and should be a constant consideration. To help achieve this, it is essential to:

- Draw up a budget
- Set a realistic target

Deciding on a budget may be difficult, especially at first, but it gets easier with practice. Setting the target focuses your ideas and provides something to strive towards. Together they provide a form of financial control (ensuring, for instance, that expenditure does not surpass your target). They enable you to monitor progress of preparations for the event and help indicate whether you need to consider seeking sponsorship.

*The rule of thumb for fundraising events is to spend less than $.20 of every dollar on expenses.*

If you fail to meet your target – don’t worry. Learn from your experiences and ensure future events benefit from what you learn.

Share responsibility for organizing the event among as many people as possible.

Ensure that you choose an appropriate date – take into consideration other national and local events, school holidays, and, even television attractions.
Allow sufficient time for booking a venue, speakers, catering, etc. Confirm the booking in writing. Events vary but most will generally need 3-6 months’ preparation time.

Reduce costs by getting everything possible donated. An in-kind donation letter is available upon request.

Maximize income by asking companies to place advertisements in your program or to donate services; charge an entry fee, sell programs, have a collection, sell refreshments (check with the local authority about food hygiene requirements).

**Publicity and Press**

The most exciting and well planned events can fail miserably without sufficient publicity. It is essential, therefore, that your event is publicized as widely as possible in a manner that will capture attention and encourage people to take part.

The VHL Alliance office would be happy to help you create something that follows our branding guidelines.

**PRESS**

The local media serves to provide information to the local community. Tell them about your event. Send a press release (VHLA can provide you with a template and help you write it).

Telephone beforehand to find the right person to send it to. Also telephone afterwards to check that the release has been received and to see if any further information is needed.

Build up a mailing list of local newspapers, public service announcements, magazines, local TV and radio stations, relevant newsletters (churches, schools, clubs, colleges, etc.), and get contact names if possible.

Inform the media of photo opportunities. The more original and interesting these are, the more likely the press is to attend. If they do not attend, take your own photographs and send them in, complete with captions and names, with your press release.

If you can arrange a pre-event photo call (e.g. a celebrity in a T-shirt publicizing the event) you can gain extra publicity for the event and encourage the media to use the story.
OTHER FORMS OF PUBLICITY

Tell everyone you know! Word of mouth is the best form of publicity!

Make posters and distribute them in public places (e.g. work notice boards, supermarkets, community centers) approximately three weeks before the event. This provides people with enough notice but ensures the posters will not have time to be covered up with other things.

Never underestimate the value of friends and relations: they have another set of contacts to you and different skills. Where possible, delegate. Give them copies of your sponsorship form (or links to your fundraising site) to give to their friends and workmates.

Consider using banners or sandwich boards.

Do not forget social media. Sites like Facebook, Instagram, and Twitter are a great place to spread the word to your friends and acquaintances. VHLA is happy to share on our social pages as well.

INVOLVING THE LOCAL COMMUNITY

Members of the community are a resource that is very near at hand and may prove invaluable. Groups from your area can help you at events for you.

You will probably find that many groups in your local community are already heavily involved in other charitable projects. It is, however, always worth asking – in the end you may rise to the top of their priority list!

Possible Avenues You Could Try
- Schools
- Youth groups
- Churches
- Sports Centers and clubs
- Amateur dramatic clubs
- Youth/social clubs
- Shops/supermarkets
- Hotels/restaurants
- Pubs
- Service organizations (Rotary, Lions, etc.)

Writing Approach Letters

Approaches to local businesses, service clubs, grant making trusts, and other potential donors can be a very successful way of fundraising.

This type of fundraising can be highly competitive so you need to make sure that your application stands out from the crowd. Here are a few guidelines to ensure that your application is noticed.

You will get a better response by writing to local organizations, companies, and trusts rather than national headquarters.

If is always better to write to a specific individual in an organization, rather than ‘to whom it may concern.’ This way you can follow up the letter and be sure someone has read it.

Try to assess the appropriate amount to ask for. It is a common mistake to ask for too little.

Personalize your letters, maybe using the name of a neighbor who suggested you write to this donor or refer to your volunteer work in the local area.
Events Checklist:
- Keep a list of everyone who is approached for support and their response.
- Review expenditure at regular intervals in the planning stages.
- Use publicity material and advice from VHL Alliance.
- Inform your local police for larger events.
- Have contingency plans for bad weather and mishaps.

On the day:
- Allocate one person to run point and monitor the running of the event.
- Make two people responsible for collecting the money.

After the event:
- Thank everyone who helped and tell them, and the media, how much you raised. Personal, handwritten thank you notes are key. We can provide notecards if desired.
- Always, always, always remember to thank everyone who gives you a donation, no matter how small.
- Evaluate the event and record any successes and areas for improvement.

How can VHLA help me?

Listed below are ways VHLA can help with your fundraiser:

- Provide consultation on fundraisers and events
- Provide a letter of authorization to validate the authenticity of the event and its organizers
- Provide and approve use of our logo, provided certain criteria are met
- Coordinate check presentations
- Send you VHLA branded giveaways (e.g. balloons, tattoos, bracelets, etc.)
- Staff attendance, if possible
- Promotion of event through our website and social media

We are here to support you as much as we can. However, there are some services we are unable to provide:

- Our sales tax exemption number
- Mailing list of donors and/or vendors
- Funding or reimbursement of your expenses
Third Party Event Agreement

What is a Third Party Event?

We love third party fundraising events!! VHLA needs financial support to continue our mission dedicated to research, education, and support to improve awareness, diagnosis, treatment, and quality of life for those effected by VHL. Every dollar helps!

A third party fundraising event is any fundraising activity by a non-affiliated group or individual where VHLA has no fiduciary responsibility and little or no staff involvement.

This agreement is designed to help us better understand your event, to make clear expectations on both sides, and to prepare us to assist you as we are able. Please review the following information carefully, sign, and return to VHLA office at least 2 weeks before the event. Do not hesitate to contact us should you have questions or concerns. We look forward to working with you!

Guidelines:

- All third party events must be in line with our mission.
- Any information you distribute, publish, or send out using the VHLA name or logo must be reviewed prior to distribution.
- We love our supporters so we strive to ensure their privacy (including you!) so we are unable to provide donor or sponsor lists, nor are we able solicit sponsorship revenue on your behalf for your event.
- If organizing a big event, please check with your city to make sure that you don’t need permits or other paperwork to host it!
- VHLA is not financially liable and has no financial responsibility for the promotion, planning, or execution of third party events.
- All monies raised in the name of the VHL Alliance will be submitted to the organization.
- In order to fulfill our own accounting requirements, we request that you provide us the event proceeds within 30 days after the conclusion of the event/fundraiser. All checks should be made out to the VHL Alliance (VHLA).

The VHL Alliance may be able to provide:

- Already published materials, such as flyers, newsletters, etc.
- Attendance and support at the event, pending location and staff availability (please let us know if this is of interest to you).
**Event Questions**

After you have reviewed the above guidelines, please complete the following questions designed to provide more information about the type of fundraiser/event you are interested in planning. Please submit the completed form prior to any planning of the event. Once the application has been submitted, we will review it and let you know when we've got it on our calendar and you are good to go! Thank you again for your support of the VHL Alliance!

1. Name of the event/fundraiser

2. One time or annual event?

3. Date, time, location

4. Is VHLA the sole beneficiary of the event? If not, please list others.

*By signing this document, you understand that the VHL Alliance is not liable to any party or vendor for any fees, costs, or payments of any kind, and you agree to indemnify and hold harmless the VHL Alliance against any claims by third parties or vendors for such fees, costs, or payments incurred pursuant to this agreement.*

Signature: __________________________________________________ Date: _____________

Printed Name: _________________________________________________________________
Your efforts to fundraise for VHL Alliance are much appreciated.

THANK YOU & GOOD LUCK!

VHL Alliance
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VHL Alliance is dedicated to research, education, and support to improve awareness, diagnosis, treatment, and quality of life for those affected by VHL.

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