# FUNDRAISING FOR ACS CAN





#### What is CANRaiser?

CANRaiser is the online tool used by volunteers to start personal fundraisers to help us raise the funds we need to support our mission.

#### How do I use CANRaiser?

There are four different options on CANRaiser to choose from.



Choosing **special occasion** is a way for you ask for donations for a celebration like a birthday or wedding instead of receiving gifts.



The *honor/memorial* option allows you to raise funds recognizing a loved one or honoring someone special.



**Create your own event** is a way for you to host your own personal fundraiser. There are many examples and tools provided to help you get started.



**Lights of Hope** is an ACS CAN event that honors loved ones who have fought cancer and survived and remembers those who lost the battle with lighted bags that will line the U.S. Capitol Reflecting Pool in Washington, D.C.

#### What if I need help with CANRaiser?

There is an online tutorial as well as FAQ's to help get you started on each page. Still need help? Feel free to contact Molly Waite at molly.waite@cancer.org

\* Once you create a CANRaiser page you will be directed to the fundraising center. From here you will find tools and resources to help make your personal fundraiser a success.



#### **Getting Started**

#### Fundraise through CANRaiser with these 4 easy steps

#### 1) Set-up your Personal CAN Raiser page

- \* Visit www.acscan.org/canraiser and create your page
- \* Customize the text of your page by sharing your story and fundraiser
- \* Upload your own photos \* Create a custom URL to direct people to your page

#### 2) Let your friends know

- \* Send emails through CANRaiser with the templates provided
- \* Post your event URL on social media

#### 3) Keep track of your donations and RSVP's

- \* Log into your fundraising center and view your progress with the tracker provided
- \* Track your event RSVP's and donations

#### 4) Celebrate, send Thank You's and process the donations

- \* Send thank you email to everyone who donated to your page \* Submit your donations to your staff partner.
- \* For donations made at the event or outside of your CAN Raiser page, make sure to complete an ACS CAN Membership form for those that want to be members of ACS CAN.
- \*Donations made through your CAN Raiser page enrolls the donor as a member of ACS CAN.
- \*No matter what you choose to do, the American Cancer Society Cancer Action Network is here to help and support you. Please use this toolkit as a starting point to help organize your fund-raising efforts and don't be afraid to reach out to your staff partner with any questions or for more information.\*

Community

Cookbook



#### **Need Some Ideas?**

**<u>Battle of the Bands:</u>** Hold a concert for bands to compete. Charge entry & voting fee.

**Block Party:** Put together an old-fashioned block party in a parking lot, or close off a neighborhood street (with permission). Have a band donate a few hours, have a BBQ, do face painting, etc.

**Book Sale:** Encourage your coworkers, family, and friends to dust off their bookshelves and contribute to a book sale.

**Bowl-a-thon:** Go bowling and host a bowling competition.

**Bunco Night:** Host a bunco party at your house and ask for donations to participate.

Can and Bottle Drive: Set up at a central location and collect cans and bottles from passersby. Or post flyers around town with a date you will go door to door to collect cans & bottles.

<u>Clothing Drive:</u> Do you have clothes in good condition that you never wear? I'm sure your friends do too! Invite them over for a mini boutique sale. Or think bigger and set up a clothing sale at a local church or community building.

**Cook-offs:** Encourage budding chefs to compete for the best healthy food dishes. Charge a fee to taste and vote.

<u>Cookbook:</u> Use the template provided in CANRasier and create a cookbook. Ask for recipes from friends and acquaintances in the community and distribute the book for a \$10 donation

**Crawfish Boil:** Have a Crawfish boil party at your house and ask for donations to ACS CAN.

<u>Dine Out for a Cause:</u> Many restaurants offer opportunities for hosting fundraisers and donating a portion of the sales. Most will have details on their website or contact the manager.

**<u>Dress Down Days:</u>** Many businesses have allowed employees to dress down for a day if they make a certain donation.

Envelopes at Restaurant Tables: If you work at a restaurant or in an office with a cafeteria, place an envelope at every table stating, "Please donate to the American Cancer Society Cancer Action Network, and help make cancer a national priority for our elected officials"

**<u>Fun Run:</u>** Host a fun or themed run at a local park or neighborhood.

**Golf Tournament:** Contact a local golf course to host



#### Here's More Ideas

<u>Halloween Costume Party:</u> Hold a costume party at your house or local community center with seasonal beverages and food, and charge admission at the door.

<u>Horseshoe Tournament:</u> Host a tournament and ask for donations to participate.



Kids Master Chef: Hold a cooking competition for kids. Charge for entry, tastes & judging.

**Money Jars:** Set up money jars or coin boxes at your place of work. This is good for banks, diner's/restaurants hairdressers, and stores. Check back to empty frequently.

**Paint Nites:** Most local paint nite organizations will host parties with a % going to the cause.

<u>Pancake Breakfast:</u> Have a pancake breakfast at a designated location and ask for donations.

<u>Pie Sales:</u> Much like bake sales, these are also popular. Especially around the holidays- take orders and distribute the pies.

**Potluck Lunches:** Have employees make a dish to pass and require a fee for tasting.

<u>Pumpkin Carving Contest:</u> Participant would carve pumpkins for a chance to win a prize. Ask for donations to participate and judge.

**Quilting:** Quilting is the new hobby for all ages! If you know a creative seamstress, have her hold a quilting class or just a quilting night. Quilters like to sew in groups, make a night out of it and ask for donations.

**Scavenger Hunt:** Organize a scavenger hunt and send participants all around the neighborhood or local parks. Charge a registration fee.

**Super Bowl party:** Have a Super Bowl party and ask everyone for donations when they get there. The same can be done for the NCAA Championship basketball game, Indy 500, Masters final round, or World Series. Great idea for someone with a big screen TV!

**Themed Dinner Party:** Host a themed dinner party at your house. Think mystery or Great Gatsby.

**Talent Show:** Host a Talent Show!

**Weight loss competition:** Host a weight loss competition and have everyone donate a dollar for every pound lost.

Wrap mall. **Presents:** During holiday time set up a booth at a local

<u>Yoga/</u>
<u>Gym Studios:</u> Work with a local yoga studio to host a special one-time class, or a weekly class, where all or a percentage of the proceeds benefit



#### **Common CANRaiser Questions**

#### Do I need to include the ACS CAN tax disclaimer on event material?

Yes. Any document requesting donations for ACS CAN need to include the tax disclaimer "Contributions or gifts to the American Cancer Society Cancer Action Network, Inc. are not tax deducible." Even if the flyer is created by the venue hosting the event.

#### Do we provide tax receipts?

No. Contributions or gifts to ACS CAN are not tax deductible so tax receipts will not be provided.

#### What are the rules around ACS CAN Membership at events?

Any donor that donates \$10 or more through your CAN Raiser personal page will become a member of ACS CAN . Option to not become a member is presented.

#### Does ACS CAN pay for volunteer event expenses?

No. ACS CAN is not financially responsible for a volunteer event expenses.

#### Can the American Cancer Society Cancer Action Network logo be used?

Yes and No. ACS CAN's logo is seen throughout your CAN Raiser page, but the logo can not be put on event flyers, banners, invitations, etc. that are created outside of CAN Raiser.

#### Where do I deposit offline proceeds?

Log into your fundraising center to enter the information then give the money to your staff partner.

For additional CAN Raiser resources, please visit www.fightcancer.org/canraiser

#### **Volunteer Fundraising Questions? CAN Raiser Questions?**

Contact Molly Waite at 202-585-3275 or Molly.Waite@cancer.org



#### Getting Started: The CANRaiser Website



To get started open the CANRaiser website. <u>www.acscan.org/canraiser</u>. Select

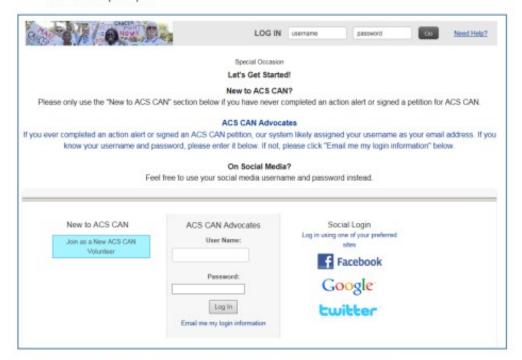


. Below "Set Up Your Page" click on the "Get Started" button on the right hand column.

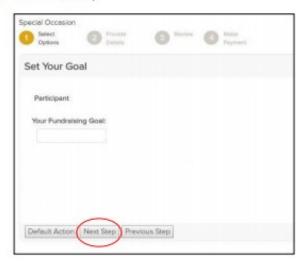




- There are THREE steps to choose from to log in. Please choose one.
  - 1. "New to ACS CAN" If you have never created a CANRaiser page click this
  - "ACS CAN Advocates" If you have created a CANRaiser page in the past enter in your username and password (If you do not remember your username or password click "email me my login information" and follow the instructions)
  - "Social Login" for easy log in choose from Facebook, Google or Twitter and log into your account. Follow the prompts.



- · Enter in your fundraising goal. (this goal can be changed at any time)
- Click "Next Step"





#### Logging into Your CANRaiser Personal Page



 To get started, log into the CANRaiser website <u>www.acscan.org/canraiser</u>. If you have a username and password from last year continue, if you do not follow the directions on the other side of these instructions.



This login page will appear verifying the information, click "Submit"





You should see your name at the top of the page, click on "My CANRaiser"

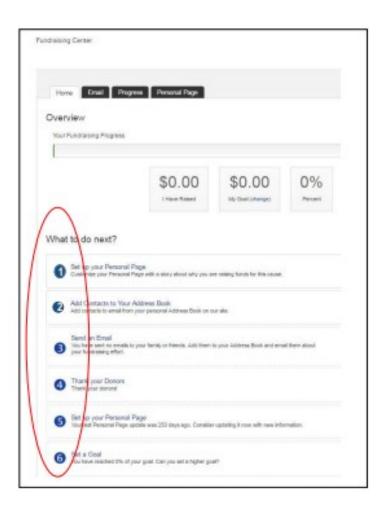


· Click on the event you want to fundraise for





Proceed to work through steps 1-5 in your Fundraising Center



## CANRaiser FAQs



#### How do I sign up online?

It's quick and easy to sign up and raise money online. Simply click McClick Here to Get Started". From there, follow a few easy steps to complete your sign up.

Signing up online gives you immediate access to your Participant Center, an online tool that makes it easy to send emails to multiple friends and family at once to ask for their support. When you send emails through the Participant Center, your donors will receive a link to your personal fundraising page so they can make quick and secure online donations. You can also use your Participant Center to track online and offline (cash and check) donations, and to send thank-you emails

#### What if I can't remember my login information from previous years?

Next to the login information at the top of the page click on Need Help? From there you can click on Forgot Username. Type in the email address used in the past. After this you will receive an email with the username in which you have previously registered. The same steps can be followed if you forgot your password.

#### What should I do if I can't login or have questions about this process?

Follow the instructions above or feel free to email Molly Waite at molly.waite@cancer.org. We're always ready to assist you with any questions you might have.

#### What is a participant center page?

A participant center page is an online tool for you to use when asking your friends and family to support you by making a donation. Once you sign up online, we'll create a participant center page for you. You can share photos and stories to more effectively spread the word to everyone you know. Upload a photo of yourself or a loved one whose cancer journey has motivated you to participate. Share a personal story about why you choose to participate. This is your place to express why the event is so important to you and encourage others to participate by making a donation.

My personal fundraising page already has default content in it. Do I have to change it? No, but we recommend you do. A compelling personal fundraising page will help boost your fundraising results (and isn't everything better when it's personalized?). Once you sign up online, a personal fundraising page will be automatically created for you. But a customized personal fundraising page will attract and engage more supporters, so it's best if you tell your story and explain why it is important to you. Emails you send through the participant center will link people to your personal fundraising page so be sure your page reflects your personal story and photos, and is an expression of your commitment to the fight against cancer.

#### Can I set a personal fundraising goal?

Lights of Hope participants are not required to raise a minimum amount. However, we definitely encourage you to set a personal fundraising goal and to use the fundraising tools we provide to meet or exceed it! In the registration process you will be asked to set a personal fundraising goal. Remember, that you need to raise \$200 in order to secure your free ticket to the CAN Opener celebration at Leadership Summit and Lobby Day.



#### CANRaiser FAQs

#### How do I use my username and password?

Every time you visit www.acscan.org/canraiser, log in with your username and password by clicking the \( \text{Log In} \) Dutton at the top right of the page. If you have visited the website before, your computer may have a cookie\* saved and will recognize you and log you in automatically. Logging in provides access to your participant center page, your personal fundraising page, and online tools to encourage your friends and family to support your efforts.

\*A cookie is a small piece of information a website leaves on a visitor's computer when the visitor is browsing the site. Cookies remember information about a visitor for use at a later time

#### What if I've forgotten my username and/or password?

Remember your username and password are case-sensitive. If you need assistance retrieving your username and password, you can request an email containing your log-in information.

#### How do I send an email through CANRaiser?

Login to your page and click on Participant Center. Once there, click on the second tab called Email. Two options will be provided. A "Thank You" email and an "Other" email. The "Other" email is the template to ask for donations. Follow the instructions on how to send the email. This can be edited to your preference. The link to your personal page will automatically be added to the bottom of the email.

#### How can I post my personal page to social media?

Once you are logged into the Participant Center there will be two social media icons on the right hand side of the page. One is for Facebook and the other for Twitter. Click on the icon for which you would like to post. Compose your message and follow the instructions provided.

#### How do I enter Offline bags?

Start by logging onto your participant center. On the right hand side of the page you will see a green button for Enter offline gift. Enter the required information and click add.

#### Is my information secure?

The American Cancer Society Cancer Action Network makes every effort to protect your personal information. We use industry-standard Secure Sockets Layer (SSL) encryption techniques to ensure your credit card information, passwords, and personal information travel securely over the Internet. There is also an encryption engine on our database server that securely stores your data.

#### How is credit card information handled?

Credit card information is not stored in our database. During the donation process, we send donor credit card information to an online processing terminal using a secure connection. The information passed back is an approval or denial of the credit card donation.

#### How do I unsubscribe from emails?

Toward the bottom of each email message, there is a link that states "Click Here to Unsubscribe from This Email Message." Click the link and follow the instructions to unsubscribe. Please remember the emails we send you are related to our advocacy work and contain helpful updates. Unsubscribing might cause you to miss out on important information.





#### How do I ask people to support my effort?

The Participant Center, our easy-to-use online fundraising tool, allows you to safely and securely upload email addresses of friends and family into your address book. By using our email templates, or by creating your own, you can ask everyone you know to support you with a donation.

#### How do I change my personal fundraising goal?

Log in to the Participant Center using your username and password. You can then modify your personal fundraising goal in the Progress section. Simply click Change Goal, enter your new goal, and submit the changes.

#### How can I see who has donated to me?

Log in to the Participant Center using your username and password, and then click on the Progress section. You can then view your donor list and the amounts donated.

#### How do I thank my donors?

We have provided a template to send emails to thank your donors for their generosity. In the participant center under the email tab you will find the thank you email. Follow the instructions and customize the email to your preference.



# Fundraising Tip Sheet

#### 1. GET THE BALL ROLLING



Nobody likes to be first. That's why it's always a good idea to get your fundraising off to a good start by making the first contribution. This will make others more likely to get involved.

#### 2. ADD YOUR WHY TO THE EMAIL



We've put together an email template you can use right from your fundraising page. The most important thing you can add to this message is why you are fundraising. Let your family and friends know why this matters to you, that's what they care about most!

#### 3. START WITH YOUR CLOSE CONTACTS



It's always best to start by emailing your close contacts because they are the most likely to donate. Try sending some quick personal messages to your inner circle to build up some momentum. Then use the email template you customized to reach all of your other

contacts.

#### 4. NOW

#### **MOVE TO SOCIAL MEDIA**

Once you've sent your first batch of emails out, it's time to turn to social media. One of the best strategies to use on both Facebook and Twitter is tagging and thanking people that have already donated while you are asking for new donations. This spreads your message further and lets the people you are asking know that people are already getting behind you.

#### 5. REENGAGE WITH EMAIL

Don't hesitate to send a few follow up emails. Emails are easy to overlook and people often open them up quickly and then forget to go back to them. Use email to keep people up to date with your progress as you hit different milestones (50% raised, 75% raised, etc.) and ask supporters to help you hit the next milestone.

#### 6. CONTINUE THANKING AND UPDATING YOUR SOCIAL MEDIA

As more of your network gets behind you, keep thanking them on social media and make sure you continue to share your progress towards your goal.

Fundraising often takes a little creativity and persistence, but its vitally important to our mission and you can do it. Know that your effort will make a big difference!

## Help Us Fight for Cancer Research Funding



The new Administration introduced a proposed budget that includes deep cuts to medical research. If approved by Congress, the cuts would represent 21 percent of the National Institute of Health's (NIH) total budget, and we would see a 21 percent cut to the National Cancer Institute (NCI) affecting future innovation in cancer research.



With your help, we can send thousands of signed petitions to Congress urging them to vote 'no' on these budget cuts. We can continue to lobby and educate elected officials on why these cuts would be disastrous for cancer research and we can send them action alerts letting them know the importance of supporting cancer-related legislation

#### We need your help!

#### How to get involved:

- •Create a CANRaiser fundraising page <a href="https://www.fightcancer.org/canraiser">www.fightcancer.org/canraiser</a>
- Update your personal page letting everyone know why you are getting involved and why this is important to you
- Send emails through CANRaiser and post to social media asking for donations
- Thank your donors

#### Where the money goes:

\$50 Raised – Helps us send action alerts to our volunteers

\$100 Raised – Helps us fund the collection of thousands of signatures on a petition

\$250 Raised – Helps ACS CAN and our volunteers from across the country call their members of congress to reject the proposed cuts

\$1,500 Raised – Helps ACS CAN send a volunteer to Leadership Summit and Lobby day to be trained on how to become a better cancer advocate



# Membership

#### Why is membership important to ACS CAN?

In addition to funding our state and federal campaigns, membership is the power of ACS CAN. There are two ways to have power over our elected officials. One is through donations. As you know, our organization does not endorse or make campaign donations to candidates or elected officials. The other way is through votes. The more members we have in the district, the more power we have to move an elected official on an issue.

#### **General ACS CAN Membership Pitch**

I want to make sure that everyone here today knows exactly how ACS CAN impacts our mission to fight cancer.

ACS CAN is the nation's leading cancer advocacy organization. We are working every day to make cancer issues a national priority. Many of the most important decisions about cancer are made outside of your doctor's office. They are by our state legislature, in Congress, and in the White House. We are your voice - the voice of cancer survivors and caregivers in the halls of government.

As the leading funder of cancer research, the federal government spends billions on cancer research every year. You may have heard that in 2016 Vice President Biden joined forces to create a cancer moonshot aiming at accelerating cancer research. But the "cancer moonshot" did not happen overnight, and it's not a constant guarantee. It happened because you raised your voices. In fact, thanks to you, funding increased in 2017 for the first time in a decade. Which means more breakthroughs, like the work scientists are doing now that harness a patient's immune system to fight cancer. But we must remain vigilant.

There is perhaps no better way for Congress to demonstrate support for the fight against cancer than by funding that fight.

Know your audience - If you have any local or state cancer victories, you can share them here; if you are speaking in a district or state with a member of Congress who is particularly supportive of research, or other federal priorities, make sure to let the audience know. It may help strengthen the importance of being a CAN member.

I am encouraging all of you here today to join me as an ACS CAN member, because membership empowers us as regular people to be part of the growing national movement that is fighting back against cancer. Together we are able to hold lawmakers accountable for their words and their actions. Talk about making a difference! Together we can make history!

Raise your hand high if you want to look back at this moment and know that you were part of changing the world. Raise your hand if you want to join ACS CAN in memory or in honor of YOUR loved one... Stand up if you want to help us end cancer as we know it.

(Pause to allow people to stand. Encourage folks to stand up. Give them a round of applause)





Thank you for standing up today to make history! It is only \$10.00 to join ACS CAN. However, for those that want to make a larger contribution, we have membership benefits starting at just \$25. These benefits are a daily reminder of how you made your voice heard to help save lives and make history through cancer research funding. (Relay and Strides only: Another great reason to join or renew today is that your membership will be counted towards your team and event level recognition. If our event recruits just 40 ACS CAN members we will join an exclusive club called ACS CAN Club and if your team recruits 10 members they are part of the ACS CAN Club as well.)

We are going to pause for a moment to let you get signed up. Now is the time to pick up your pens, fill out your membership form and raise them up in the air so volunteers can come around and collect them. We will tally them and report back so you know how many voices were added to the fight today!

Start pre selected music

Play music FOR AT LEAST 3 minutes for everyone to complete and turn in member forms.

Make random announcements of your membership #'s as they are turned in. Set a goal of memberships and petitions if you want and do a countdown to your goal. When submissions have slowed down, start script again.

Do: Tweak logistics of final ask as needed for your event

DO: Get Final counts for memberships.

I am THRILLED to announce that we have recruited \_\_\_\_\_ACS CAN members tonight. Thank you for your support of ACS CAN today and thank you in advance for helping us picture a cure!

Try to get a picture of all the ACS CAN members that joined. Be sure to post on social media!

#### ACS CAN Membership Pitch at informational Table Recruitment:

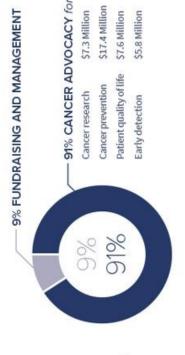
Hi! We're ACS CAN, the advocacy arm of the American Cancer Society. We work with lawmakers to make sure they're doing their part to fully fund breast cancer research and prevention. We're a membership based organization, and if you join at the \$20 level or more you receive one of these (cute purse pins, Lights of Hope, other item) which are only for people who join through this event. We take cash, check, or credit card. Would you like to join today?



## Your Donations At Work

# Where Does the Money Go?

Quite simply, it goes toward historic legislative accomplishments that will save more lives from cancer. Examples include securing the largest increase in federal cancer research funding in a decade, expanding access to cancer care for hundreds of thousands of people, and making restaurants and bars smoke-free.



# IN JUST THE PAST YEAR, ACS CAN HAS: -



These laws now cover over 60% of the US population

# Protected funding for the federal program that's provided

CANCER SCREENINGS to more than 5.3 million low-income women

**MAMMOGRAMS &** 

# AND

in federal medical

research

\$3 BILLION INCREASE

FOUGHT OFF a proposed **\$7 BILLION** 

cut in medical research

# Membership Benefits



The American Cancer Society Cancer Action Network (ACS CAN) is pleased to recognize our donors with the following benefits. Should you choose to give to ACS CAN more than once in a given calendar year, your donations will accrue towards a higher membership tier and additional ACS CAN membership benefits.

#### ACS CAN Member - \$10 to \$24

As an ACS CAN member, you'll receive:

- Exclusive access to members-only calls and virtual town hall meetings
- The opportunity to meet other ACS CAN members at members-only events in your state Legislative Action Toolkit including an ACS CAN Membership Card

#### **Star's Circle - \$25 to \$74**

You'll receive regular member benefits plus:

• Exclusive members-only Window Cling for your car or home

#### Patron's Circle - \$75 to \$249

You'll receive all of the benefits of a Star's Circle member plus:

- Exclusive ACS CAN reusable shopping bag
- Early access to ACS CAN's annual reports

#### **Leader's Circle - \$250 to \$499**

You'll receive all of the benefits of a Patron's Circle member plus:

- Exclusive ACS CAN journal notebook
- Recognition in ACS CAN's annual Advocacy Accomplishments Report

#### Hero's Circle - \$500 to \$999

You'll receive all of the benefits of a Leader's Circle member plus:

Exclusive Hero's Circle lapel pin

#### **Champion's Circle - \$1,000 to \$2,999**

You'll receive all of the benefits of a Leader's Circle member plus:

• Exclusive Champion's Circle lapel pin



# Membership Benefits

#### **President's Circle - \$3,000 to \$9,999**

You'll receive all of the benefits of a Leader's Circle member plus:

- President's Circle ACS CAN Lapel Pin
- Monthly Advocacy Update from ACS CAN President
- Invitation to attend ACS CAN's National Leadership Summit and Lobby Day and participate in special President's Circle Breakout Session along with a dinner with ACS CAN's President
- Recognition on the National Donor's Circle Plaque at ACS CAN Headquarters

#### **Chairman's Circle - \$10,000 to \$19,999**

You'll receive all of the benefits of a President's Circle member plus:

- Chairman's Circle ACS CAN Lapel Pin
- Membership in the Laureate Society with benefits that include:
  - ♦ A Personal Liaison the ability to call anytime of the day or night
  - Mission updates with that latest information about ACS and ACS CAN's work as well as the latest developments about the fight against cancer
  - ♦ Invitations to special events in your area as well as an annual Laureate Society event

#### Major CANpaign Circle - \$20,000 and up

You'll receive all of the benefits of a Chairman's Circle member plus:

Major CANpaign Circle ACS CAN Lapel Pin

# Membership Tracking Tool



<b>Event Name</b>						
Staff Name						
Date Submitted						
Donation						
Donor Email						
Donor Last						
Donor First						