



Northern Nevada Children's Cancer Foundation Community Partner Welcome Packet



Help. Hope. Courage.

WELCOME TO NNCCF



Brigette Cole Chief Executive Officer

"Welcome and thank you for joining us in the fight against childhood cancer right here in northern Nevada. As we mark 25 years of service to families facing the unimaginable, we are both proud and humbled by what we've achieved together with our community.

Because of your compassion and generosity, we've provided over **\$10 million** in direct financial assistance to families navigating the challenges of a childhood cancer diagnosis. With your help, we've contributed more than **\$3.6 million** to groundbreaking research aimed at finding a cure. And we've awarded over **\$1 million** in scholarships to courageous young survivors, empowering them to pursue their dreams beyond cancer.

But the numbers only tell part of the story. At the heart of our mission is connection. We walk with families through their most difficult moments, not just as an organization, but as a community that becomes like family.

It truly takes a village, and we are honored to have you in ours. Thank you for standing with us, for believing in our mission, and for helping to bring hope to children and families when they need it most."

Tiffany Kress Community Relations Manager Tiffany@nnccf.org



"Thank you for considering becoming a Community Partner and advocating for local families in the fight! We are continually inspired by the creative and heartfelt ways our community partners turn their passions into fundraisers for NNCCF's young cancer warriors! Northern Nevada has the biggest heart, and your support means the world to us and the families we serve. We are grateful for your partnership and look forward to supporting your event and celebrating its success!"



NNCCF Mission

At Northern Nevada Children's Cancer Foundation (NNCCF) it is our mission to enhance the quality of life for children with cancer and their families by providing financial assistance and compassionate support programs, all while advocating for increased research funds and raising public awareness.



NNCCF FAMILIES

NNCCF supports families in Nevada, north of Tonopah, whose children ages 0-25 have a confirmed childhood cancer diagnosis. We assist families from the moment of diagnosis, through treatment, and into survivorship and follow-up care.



NNCCF GOALS

- Alleviate the financial burden and emotional strain that comes with childhood cancer.
- Enhance and expand public awareness of childhood cancer.
- Promote research to find a cure.
- Be proactive in assisting families throughout the treatment journey by connecting them with other local, regional, and national resources.



**CONNECT
WITH US!**



FACEBOOK - Northern Nevada Children's Cancer Foundation



INSTAGRAM - @NVKidsCancer



The Four Pillars of NNCCF

NNCCF's four pillars exist to ensure that families facing childhood cancer receive complete, comprehensive support in every area of need.

FINANCIAL ASSISTANCE



- Household Expenses
- Medical Expenses
- Travel Expenses
- Bereavement Expenses

EMOTIONAL SUPPORT



- Hope for the Holidays
- Family Events
- No More Treatment Celebrations
- Toy Closet
- Hospital Necessities Wagon
- Beads of Courage Program
- Family Navigator
- Navigation Binder

EDUCATIONAL SUPPORT



- E-SMART – Education, Scholastic Materials, Achievement Resources, and Technologies.
- Inspire Scholarship

MENTAL HEALTH SUPPORT



- Collaboration with Connected Therapy:
 - Priority Scheduling
 - Family Counseling
 - Play Therapy
 - Medical Trauma
 - Grief and Loss



Meet the NNCCF Team



Brigette Cole
Chief Executive Officer
Brigette@nnccf.org



Anne Pauly
Director of Programs
& Services
Anne@nnccf.org



Jessica Lee
Chief Operating Officer
Jessicalee@nnccf.org



Lizzie Dalton
Director of Grants
Lizzie@nnccf.org



Ashley Lopez
Marketing Manager
Ashley@nnccf.org



Celeste Esquivel
Events Coordinator
Celeste@nnccf.org



Cheyenne Walker
Marketing Coordinator
Cheyenne@nnccf.org



Chloe Iler
Programs & Services
Finance Administrator
Chloe@nnccf.org



Hannah Townsend
Finance Manager
Hannah@nnccf.org



Jenae Oxarart
Family Navigator
Jenae@nnccf.org



Kelly McDermott
Programs & Services Manager
Kelly@nnccf.org



Stacy Rowan
Office Administrator
Stacy@nnccf.org



Tiffany Kress
Community Relations Manager
Tiffany@nnccf.org



Joan Carpenter
Volunteer Staff
Reception@nnccf.org



What is a Community Partner?

A Community Partner is an individual, group, or organization that independently hosts fundraising events to support NNCCF and local families affected by childhood cancer. They manage all aspects of their event and align with NNCCF's mission. Community Partners are a powerful example of "local in, local out" in action.



BENEFITS

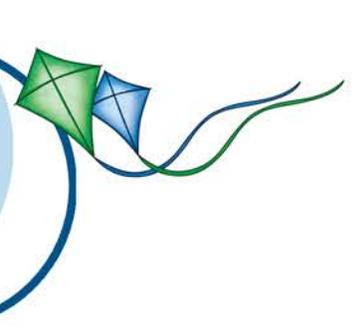
Becoming a Community Partner with NNCCF is a powerful way to make a lasting impact. Donations are tax-deductible, and partners are celebrated with a social media shoutout and a commemorative plaque to honor their dedication to supporting local children facing cancer.

IMPACT

NNCCF is powered by a small but dedicated team focused on supporting families and planning six signature events. When community partners host fundraisers, they provide vital financial support, free up staff to offer more emotional care, and help raise awareness of childhood cancer and NNCCF in new communities.



COMMUNITY PARTNER RESPONSIBILITIES



As a Community Partner event host, you and your independently organized events play a vital role in advancing the mission of NNCCF. To support your efforts and ensure each event aligns with our values, we've outlined key guidelines and responsibilities for all Community Partners to follow below.

Legal Compliance:

The Community Partner (CP) represents and warrants that it will comply with all applicable federal, state, and local laws and regulations in the planning, promotion, and execution of the event. Additionally, all required permits, licenses, and insurance will be obtained in advance and remain in effect through the conclusion of the event.

Full Financial Responsibility:

The CP is solely responsible for managing all aspects of the event's finances, including collecting and safeguarding proceeds, covering event expenses, and transferring net proceeds to NNCCF in a timely manner. NNCCF will not be held responsible for any financial obligations unless expressly agreed to in writing prior to the incurrence of such expenses.

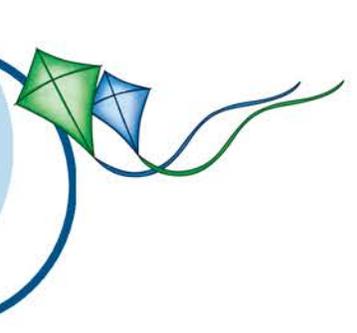
Risk Assumption:

The CP assumes full responsibility for all operational risks associated with the event. This includes participant and public safety, compliance with contractual obligations, and adherence to all local ordinances and event-specific regulations. NNCCF assumes no responsibility for the planning or execution of the event.

Transparency and Ethical Management:

The CP must conduct the event with transparency, accountability, and integrity. Funds raised must be used and reported ethically to prevent any mismanagement, embezzlement, or misuse of charitable intent.

COMMUNITY PARTNER RESPONSIBILITIES



Marketing/Branding Compliance:

The CP agrees that any use of the NNCCF name or logo is subject to prior written approval by NNCCF. If requested, the CP agrees to submit all printed material, publicity releases, and advertising mentioning NNCCF's name or logo for approval before distribution, broadcast, or publication. The NNCCF name or logo may be used solely for the approved event, and usage must cease following the conclusion of the event. In accordance with the standards adopted by the Council of Better Business Bureaus, all collateral material related to the event must specify at the point of solicitation that: (a) NNCCF is the benefitting organization; (b) written information about NNCCF is available by calling 775-825-0888 or visiting www.nnccf.org; and (c) the actual or anticipated portion of the sales or admission price that will benefit NNCCF.

Indemnification:

The CP agrees to indemnify, defend, and hold harmless NNCCF and its affiliates, successors, assigns, officers, directors, employees, agents, and representatives from and against any and all liabilities, losses, costs, damages, claims, judgments, settlements, obligations, and fees and expenses, including reasonable attorney's fees and litigation-related costs. This applies regardless of whether the claim involves a third party and arises out of or relates in any way to the event.

Scope of Indemnification:

This indemnification is intended to be interpreted as broadly as permitted by law. It includes, but is not limited to, claims arising out of negligence or any other legal theory. No type of claim is intended to be excluded from this indemnification, defense, and hold harmless provision.

Clear Communication:

CPs must set clear expectations with attendees, vendors, and sponsors that they are operating independently from NNCCF.



TIPS FOR A GREAT EVENT

Build a Committee

- Everything is better with a team! If you haven't already, build a team of people to help with organization, donations, day-of execution, and more!

Define Your Goals for the Event

- How much money/how many items do you want to donate?
- How many participants do you want to involve?
- What do you want your participants to leave thinking/feeling?
- How will your event be different than others or grow on past events?

Define Your Fundraising Methods

- What methods will you use to raise funds or collect donations at your event?
- If you need a QR code for digital payments, please set up with NNCCF at least one week in advance.

Budget

- Map out your budget and anticipated expenses early, then stick to it.
- If you have anticipated expenses, determine how you will pay for them. Sponsors, existing funds, etc.

Develop a Multi-Channel Marketing Strategy

- Where will you reach your desired audience? Social media, physical flyers, press release, etc.
- Reach out to NNCCF for help with a press release and/or approval on all printed materials.

Know Your Audience

- Understand your audience's interests and needs and tailor the event to amplify their experience.
- Set your admission/participation price to fit the anticipated budget of your audience.
- Think of ways to engage your audience throughout the event.

Day-Of Execution

- Arrive at your venue with plenty of time for setup.
- Ensure you have enough volunteers for setup, cleanup, and everything in between.
- If hosting at an outside venue, ensure you have contact information for your venue contact.
- Have a contingency plan for your contingency plan - you never know what will come up!

Event Follow-Up

- Collect all final payments/donations.
- Pay any outstanding balance/event fees.
- Send a personalized thank-you note to sponsors/donors/support personnel who made your event possible.
- Connect with NNCCF to schedule a check presentation and share your success on social media!



FREQUENTLY ASKED QUESTIONS

Can NNCCF take payment at our event?

- No, NNCCF can not take payment at your event to prevent confusion regarding the event host and ensure the proper handling of funds. However, we can provide a donation box for cash donations and create a personalized donation page for your event, where participants can make a donation using a card, Apple Pay, Venmo, or PayPal.

Can NNCCF table or speak at our event?

- We would love to table and speak at your event if requested, as indicated on your community partner proposal form. This attendance, however, is based on availability of staff and therefore not guaranteed.

Will NNCCF help promote our event?

- We are happy to help promote your event on social media! We prefer that your organization post about your event and tag NNCCF so we can share on our stories. We can also consult on press releases and help disseminate them to our media partners upon development team approval.

If there are expenses associated with the event, can NNCCF cover these?

- While we understand community partner events do incur expenses, NNCCF cannot cover these expenses unless we receive special board approval. We suggest utilizing sponsorships or fees to cover these expenses prior to making your final donation to NNCCF.

Can we use the NNCCF logo on our promotional materials?

- Yes! You are welcome to use the NNCCF logo on all promotional materials after your community partner event is approved. Please ensure you are using a high quality logo from the Community Relations Manager, follow the logo and name usage policy, and submit all promotional materials to the Community Relations Manager for approval prior to dissemination.

How soon after the event should we make our final donation?

- NNCCF community partners agree to make their final donation from their event within 30 days of event completion.

Can we solicit sponsorships from other organizations?

- Yes! In fact, we encourage it! However, to avoid inadvertently jeopardizing existing relationships between NNCCF and its donors, we ask that you receive approval from NNCCF before soliciting corporations, businesses, or individuals for cash or in-kind donations for this event.

Can NNCCF solicit raffle prize donations for our event?

- We are happy to draft a donation letter to help you solicit raffle prizes for your event, however NNCCF cannot help reach out for raffle prize donations as the raffle prizes we receive are reserved for our signature events. We highly recommend you utilize your committees and personal contacts to secure raffle prize donations tied to your event's audience!

Community Partner Agreement

Sponsoring Organization agrees to provide NNCCF with all agreed-upon proceeds from the event, along with a written accounting of event revenues and expenses, within thirty (30) days after the event.

If NNCCF approves this proposal, the sponsoring organization will have license to use the NNCCF name and NNCCF logo in publicity documents specific to the event. The term of the license shall be from the date NNCCF approves the proposal until the conclusion of the event. NNCCF has the right to terminate the license if it determines, in its reasonable discretion, which the event is or will be injurious to NNCCF.

Any use of the NNCCF name or logo is subject to the prior written approval of NNCCF. If requested, Sponsoring Organization agrees to submit to NNCCF for approval, prior to distribution, broadcast, or publication, all printed material, publicity releases, and advertising relating to the event which mentions NNCCF.

In accordance with standards adopted by the Council of Better Business Bureau, all collateral material relating to the event must specify at the point of solicitation that: (a) NNCCF is the benefiting organization; (b) written information about NNCCF is available by calling 775-825-0888, or by visiting its Website at www.nvchildrenscancer.org; and (c) the actual or anticipated portion of the sales or admission price that will benefit NNCCF.

In order to avoid inadvertently jeopardizing existing relationships between NNCCF and its donors, Sponsoring Organization agrees to receive approval from NNCCF before soliciting corporations, businesses, or individuals for cash or in-kind donations relating to the event.

Sponsoring Organization represents to NNCCF: (a) it will comply with all applicable laws during the planning, promotion, and conduct of the event; (b) all necessary insurance, licenses, and permits will be obtained and will be in force through the conclusion of the event; (c) the event will result in no cost or expense to NNCCF whatsoever, unless expressly agreed in writing prior to incurring any expense; and (d) it will indemnify and hold NNCCF harmless from any and all claims of any kind or nature whatsoever arising out of, or in any way related to the event.

Nothing in this document shall be construed to authorize Sponsoring Organization, or any of its employees or representatives, to act as an agent of NNCCF (e.g., Sponsoring Organization may not open a bank account in NNCCF' name.)

**NNCCF is not fiscally responsible for any events implemented by community partners. We are in no way assuming any risk for operations and activities carried out through such events. Please appreciate that for our foundation to continue, we need to protect ourselves. Community partners assume all risks and financial responsibility for events approved by NNCCF.

Proposed By _____ Date _____

Name of authorized representative of Sponsoring Organization

Approved By _____ Date _____