



SCAD RESEARCH

SPONTANEOUS CORONARY  
ARTERY DISSECTION

**SCAD Research, Inc. (SRI)**  
**Mandatory Guidelines**  
**for**  
**Conducting a Fundraiser or Informational Event**



## **Mandatory Guidelines**

### **Thank You for Your Interest**

#### **Thank You!**

Thank you for your willingness to organize a fundraiser to support the mission of SCAD Research, Inc.

We appreciate your desire to help raise money for research and have established guidelines for you to follow in order to ensure a successful event while safeguarding our mission as well as our reputation.

- You are responsible for all permits, insurance, and other necessary requirements for your event. Check with city, state, and country for regulations.
- Funds received are typically tax deductible if no goods or services were received in exchange. Individuals should check with their tax advisors.
  - 100% of the proceeds must be forwarded to SRI and back up documentation (copies) of donations received is required for tax-receipt purposes.
  - All cash needs to be turned into a cashier's or bank check. Do NOT send cash and please do not deposit cash in your personal account and send a personal check.
- Use Donation-In-Kind and Cash Form (see Appendix) for any non-cash items given for your event. For example a local business donates food or raffle prizes for your event.
- For business/organization donation, please provide the name of a contact person for the business/organization.



## **Mandatory Guidelines**

### **Notice and Disclaimer Regarding SCAD Research, Inc. Fundraising**

SCAD Research, Inc (SRI) is an IRS approved non-profit organization made up of volunteers, survivors, families and professionals who care about those with Spontaneous Coronary Artery Dissection (SCAD). No person or entity is authorized to raise funds for or on behalf of SRI without the express, written permission of the SRI President acting on authority of the SRI Board of Directors. Any funds raised without such permission may not be accepted by SRI. SRI reserves the right to deny permission to raise funds for or on behalf of SRI for any lawful reason and refuses to accept responsibility for any funds or fundraising efforts in violation of this policy.



## **Mandatory Guidelines**

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1. All vendors, informational exhibitors and/or organizations to be presented at SRI informational or fundraising events must be approved by the SRI Board of Directors
2. No vendor, informational exhibitors and/or organization will be approved to be present at a SRI informational or fundraising event if, in any way, their presence is determined to be a conflict of interest with the mission statement or goals of SRI as determined by the Board of Directors
3. Any and all financial proceeds and/or donations from a SRI approved fundraiser or informational event will be considered to be donated to SRI and to be applied to the SRI Mission Statement or Goals
4. Fun runs or similar events will be evaluated based on their timing as it relates to the SRI National 5K Run/Walk. Any run/walk that could impact the overall success of the SRI National 5K Run/Walk may not be approved.
5. The SRI logo or name cannot be used for any purpose unless it is approved by the SRI Board of Directors. The use will be approved only for a specific one-time use.
6. All checks should be made out to SCAD Research, Inc. and mailed to SCAD Research, Inc. 10115 E. Bell Road, Ste 107-127, Scottsdale, Arizona 85260 within 30 days of the event.



**Mandatory Guidelines**

SCAD Research, Inc.  
10115 E. Bell Road, Ste 107-127  
Scottsdale, Arizona 85260  
[scadinfo@scadresearch.org](mailto:scadinfo@scadresearch.org) [www.scadresearch.org](http://www.scadresearch.org)

**FUNDRAISING AGREEMENT**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

SCAD Research, Inc. (SRI) is pleased that you have expressed interest in conducting a fundraising event to support the mission of SCAD Research, Inc. This letter outlines our understanding in connection with hosting such an event.

1. You will host a fundraising event on \_\_\_\_\_ in \_\_\_\_\_ in the nature of a (picnic, bake sale, walk etc) \_\_\_\_\_ for the purposes of raising awareness about Spontaneous Coronary Artery Dissection (SCAD) and raising funds for SCAD Research, Inc. mission.
2. Donations received by SRI will be acknowledged, with proper documentation
3. You are solely responsible for complying with national, state, county and local laws and ordinances regarding your event. If you fail to comply with such laws you hold SRI, its officers, directors and agents harmless from any and all claims and damages arising from such failure to comply.
4. Any and all details regarding your event (pre, during and post) are your sole responsibility. **This event is not sponsored or endorsed by SRI, and SRI disclaims any responsibility or liability associated with this event.** You therefore hold SRI, its officers, directors and agents harmless from any and all claims and damages that may arise in connection with this event.

Sincerely,

Robert Alico

I have read, understand, and agree to the terms and conditions set forth in this letter.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Mandatory Guidelines**

Please:

- Email a scanned copy of your signed agreement to [scadinfo@scadresearch.org](mailto:scadinfo@scadresearch.org)
- Send your signed agreement to SCAD Research, Inc. 10115 E. Bell Road, Ste 107-127  
Scottsdale, AZ 85260

Thank you for your support! We will contact you in a timely manner with any questions/concerns and our decision. The sooner that we receive the forms, the sooner we can get everything approved for a successful fundraiser.



SCAD RESEARCH  
SPONTANEOUS CORONARY  
ARTERY DISSECTION

## **Mandatory Guidelines**

# ***Appendix***



## **Mandatory Guidelines**

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## In Kind Donation and Cash Donation Form

Please complete this form and send all donations to SCAD Research, Inc. 10115 E. Bell Rd, Ste, 107-127 Scottsdale, AZ 85260. All donations in the form of check should be made out to SCAD Research, Inc. Cash donations need to be turned into a cashiers' check or bank check. Thank You!

Name	Business (if applicable)	Address	City/State	Amount donated and description (if in kind donation state value)

<b>Name</b>	<b>Business (if applicable)</b>	<b>Address</b>	<b>City/State</b>	<b>Amount donated and description (if in kind donation state value)</b>

## Example of Sponsorship Packet for 5K SCADaddle

SCAD Research, Inc. 5<sup>th</sup> Annual

# 5K SCADaddle for Research April 30, 2016 Danada Forest Preserve Wheaton, IL



Please join us by sponsoring our 5K run/walk to raise money for research on an uncommon and poorly understood type of a heart attack caused by Spontaneous Coronary Artery Dissection (SCAD). SCAD often impacts younger, healthy individuals who do not have the typical risk factors for heart disease. SCAD occurs without warning when a split or separation develops between the layers of the wall of one of the arteries that provides blood flow to the heart. Research is needed to determine the cause(s) and best treatment options.

### Sponsorships

Business/organization sponsors play a key role in helping to raise money for research to uncover the cause(s) and best treatment options for SCAD. Money raised through sponsorship will help to fund SCAD research at Mayo Clinic (Rochester, MN).

### Sponsorship Levels

- Title Sponsor \$5,000
- Supporting Sponsor \$2,500
- Patron Sponsor \$1,000
- Partner Sponsor \$500
- Benefactor Sponsor \$250
- Friend of SCAD \$100

Depending on sponsorship level, there are a variety of benefits.

In kind donations are also considered for sponsorship.



### SCAD Facts

- The average age of a SCAD patient is 42 years.
- Those impacted are typically otherwise healthy.
- Affects women up to 80% more often than men.
- 20% of women SCAD patients have recently given birth.

And we don't know why....

You can find additional information about our organization and SCAD at [scadresearch.org](http://scadresearch.org).

Questions? E-mail [5K@scadresearch.org](mailto:5K@scadresearch.org). SCAD Research, Inc. is an IRS approved 501(c)(3) organization.

We have donated \$260,000 to Mayo Clinic groundbreaking SCAD Research Program since 2011. More funding is needed.



**We would like to express our gratitude for your Sponsorship\* .....**

**5K SCADaddle for Research**

	5K Title Sponsor \$5,000	Supporting Sponsor \$2,500	Patron Sponsor \$1,000	Partner Sponsor \$500	Benefactor Sponsor \$250	Friend \$100
<b>Pre-event Print, E-mail and Media Recognition</b>						
Your logo on promotional materials and "hold the date" cards	•					
Company logo on scadresearch.org with link to your website	•	•				
Company logo on scadresearch.org website			•			
Recognition on scadresearch.org				•		
Online recognition (Facebook and e-blasts)	•	•	•			
<b>Event Day Recognition</b>						
Name on event banner as presenting company	•					
Name on event banner as supporting company		•				
Banner with company name as 5K presenting company	•					
Your logo predominately displayed on 5K t-shirt	•					
Medium logo on back of 5K t-shirt		•				
Small logo on back of 5K t-shirt			•			
Company name on back of 5K t-shirt				•	•	
Various signage at event	•	•	•	•		
Exhibit space at the event	•	•	•	•		
Opportunity to put a promotional item in goodie bag	•	•	•	•	•	•
Thank you in event program	•	•	•	•	•	•
<b>Event Registration</b>						
Complimentary registration for company team (up to 8 members)	•					
Complimentary registration for company team (up to 6 members)		•				
Complimentary registration for company team (up to 4 members)			•			
Complimentary registration for company team (up to 2 members)				•		
<b>Post Event Recognition</b>						
Company logo on scadresearch.org with link to your website	•	•				
Company logo on scadresearch.org website			•			
Recognition on scadresearch.org				•		

\* **Deadline** to receive the recognitions identified above is **XXXX**. Not all guaranteed after **XXXX**.

# 5K SCADaddle for Research



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## Sponsorship Commitment

Thank you for your 5K SCADaddle for Research sponsorship. With your support, SCAD Research, Inc. will continue our mission to help fund the most promising research on Spontaneous Coronary Artery Dissection (SCAD), which we have found to be at Mayo Clinic in Rochester, Minnesota.

Please complete and return this form by XXXXXX to receive all recognitions listed.

SCAD Research, Inc.

<Typically put in organizer address here>

### Sponsorship Information

- Yes I would like to sponsor the 5K SCADaddle for Research as a \_\_\_\_\_ sponsor.
- I am a first time sponsor; our company name should read \_\_\_\_\_.

### Contact Information

Contact Name		Business/Organization Name	
Address			
City	State	Zip code	
Email		Phone	
Website			

### Payment Information

Total amount \$ \_\_\_\_\_

Please make check to SCAD Research, Inc. and mail to

SCAD Research, Inc.

<Typically put in organizer address here>

### In Kind Donation(s)

Please indicate below the item(s) and the value of item(s)

Questions? E-mail 5K@scadresearch.org. SCAD Research, Inc is an IRS approved 501(c)(3) organization.

[www.scadresearch.org](http://www.scadresearch.org). Thank you for your generosity.

**Thank you for your  
support!**

**Working together, we  
can find answers.**



**S C A D** RESEARCH

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[scadresearch.org](http://scadresearch.org)