

**COMMUNITY EVENTS FUNDING REQUEST**

Community Event is an activity that is of short duration that brings together the citizens of Tigard for entertainment and/or educational purposes in a public setting.  
Please complete each question.

**Due: February 11, 2016**

Event Name: Relay For Life of Tigard/Tualatin  
Address: \_\_\_\_\_  
City, State, Zip: Tigard, OR 97224  
Contact Name: Rachel Williams  
Telephone Number: (503) 795-3917  
E-mail address: rachel.williams@cancer.org

**1. Request (express in whole dollar amounts only)**

<b>Cash</b>	<b>\$1,000</b>
<b>In-Kind Services-hours</b> (use of city property, city staff support, etc. Please explain the services requested on a separate sheet)	Use of Twality Middle School
<b>Total Request</b>	<b>\$1,000</b>

**2. Purpose of Funding Request:**

The purpose of this funding request is to increase the revenue generated for the American Cancer Society Relay For Life of Tigard/Tualatin by decreasing funds used for track usage and for items such as portapotties and generators for lights. This is a non-profit event and our goal is to keep the expense ratio under 8% and this will be of assistance to achieve that goal.

**3. How will this event benefit the Tigard Community? Please be specific.**

The Relay For Life of Tigard/Tualatin will benefit the Tigard community by providing a community awareness event to have community members join together in the fight against cancer. Not only will it provide funding for research, programs and services but it will increase awareness of the American Cancer Society as a whole, providing direct benefit to the citizens of Tigard who may be affected by cancer. Cancer will affect 1 in 2 men and 1 in 3 women throughout their lifetime

**4. How many Tigard residents do you anticipate participating in this event (or these events)?**

In 2014 the Relay For Life of Tigard/Tualatin had over 300 participants, and numerous non-participants coming out for day of event festivities.

**5. Please submit the following information with this request:**

- Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- Audit report or financial statements for the last fiscal year.
- Articles of Incorporation.\*

- d. 501(c)(3) status.\*
- e. Organization Bylaws\*

\* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

**In-Kind Services-hours:** Requesting the use of Twality Middle School for the event duration:  
10 AM July 11, 2015- 10 AM July 12, 2015. We may also like to have city staff support for security purposes if possible.

Rachel Williams

Print Name of Preparer

Rachel D Williams

Signature of Preparer

2/9/16

Date



Dear City of Tigard, Oregon,

This letter includes the budget and expenses for the Relay For Life of Tigard/Tualatin. It also information of the American Cancer Society's programs and services supported by the Relay For Life of Tigard/Tualatin.

#### Overview of Event Budget

	Fundraising	Sponsorship	Total
Revenue	\$30,456	\$5,500	\$35,956
Expenses			\$4,004
Donation to American Cancer Society			\$31,953

The donation to the American Cancer Society benefits local programs like the following.

- Road to Recovery: Providing cancer patients with rides to and from their cancer treatment.
- Lodging/Hotel Program: Providing nights of lodging to patients and caregivers.
- Look Good, Feel Better: Helping with appearance related side effects from cancer and cancer treatment. Women with Cancer learn how to manage the appearance related side effects.
- 1800.227.2345 and cancer.org: Provides trusted information 24 hours a day, 365 days a year.
- The American Cancer Society funds research to help find cancer's cause and cures. Society researchers have contributed to more of the major cancer breakthroughs in recent history. The society has invested more than \$4.3 billion in research since 1946. In Oregon, more than \$3 million is currently invested in research grants.

The American Cancer Society thanks the City of Tigard and the citizens of Tigard for their continued support of their mission.

If you have questions please contact American Cancer Society staff, Rachel Williams, [rachel.williams@cancer.org](mailto:rachel.williams@cancer.org).

