

Dragonslayer Tribute Fund

Protocols and Procedures

The Dragonslayer Tribute Fund was established as a tribute fund to honor, commemorate, and/or remember those affected by Sarcoma. The funds donated to this program will be used for operational purposes of Northwest Sarcoma Foundation in accordance with its mission. Below are the protocols and procedures for setting up and maintaining a tribute fund.

- The Dragonslayer Tribute Funds will only be established with the specific authorization of the tribute fund recipient (or parent/guardian of a minor) or the loved ones of a deceased Sarcoma patient. All contributions in the name of a specific individual will be credited to the designated Northwest Sarcoma Foundation (NWSF) tribute fund.
- Initial gift commitment must total \$500 or more, with an annual minimum \$500 contribution due by the 15th of the same month as the initiation month or “start month” of subsequent years to ensure the fund stays active. (i.e., John Doe Tribute fund is started in June 2021 with a \$1,000 contribution, a minimum of \$500 is due by June 15, 2022 to keep the tribute fund active).
- A reminder will be sent annually one month prior to your designated start month to inform the recipient or signed authorizer that the upcoming renewal is due by the 15th of the following month.
- If the funds are not raised or contributed by the start month of subsequent years or contact made with the NWSF staff 30 days prior to deactivate the tribute fund, the credit card on file will be charged on the 15th of the start month the annual \$500 minimum or the difference from the amount currently raised for that year.
- Tribute funds that raise \$5,000 or more within 365 days of the 15th of the start month will qualify for Partnership Levels. Please see attached addendum for partnership benefits at each level.

Knight: \$5,000-\$7,449 | **Gladiator:** \$7,500-\$9,999 | **Warrior:** \$10,000-\$14,999 | **Champion:** \$15,000+

- Unrestricted funds help the foundation put the money where it is most needed; however, Tribute Funds that raise \$15,000 or more within 365 days of the 15th of the start month can be directed, with NWSF’s Board of Directors approval, to specific concerns to be earmarked for already existing programs, research grants, and/or general funds. Specific concerns do not include a new event or program to be implemented by NWSF staff.
- All Tribute Funds will receive recognition on NWSF’s website through a story about the recipient or patient, Dragonslayer Walks, other appropriate NWSF events, and the Annual Report. Qualifying Partnership Level tribute funds will provide additional recognition as outlined in the addendum.
- All tribute funds raised do not qualify for Dragonslayer Walk individual or team fundraising or other event fundraising.

- In the event of the recipient or signed authorizer wanted to discontinue their Dragonslayer Tribute fund, NWSF request a 30-day written/email notice.
- All Dragonslayer Tribute Funds that do not meet the minimum requirement of \$500 by the 15th of the start month and the credit card on file is not able to be charged will be removed from NWSF website tribute page and future recognition until the minimum is met and contact is made with NWSF staff to re-activate the tribute funds.

How do I set up a Dragonslayer Tribute Fund?

- Contact NWSF via email at info@nwsarcoma.org. This email should contain a picture of the named recipient, a brief story about the recipient, and a signed release form with specific authorization of the tribute fund authorizer and/or recipient (or parent/guardian of a minor). Memorial funds do not require a recipient authorization; however, recipient family consent is required.
- NWSF staff will create an online tribute fundraising page on the funding platform *Classy*, which can be accessed through a link on the tribute page on NWSF's website once live.
- An initial payment of \$500 or more will need to be raised through *Classy* or a payment sent to NWSF prior to the tribute page going live on NWSF's website.
- NWSF encourages creative fundraising for the Dragonslayer Tribute Funds.
 - Some ideas are:
 - Host a personal fundraising event (i.e., run a marathon, host a game night, host a dinner party, and so much more– you can learn more about [3rd party fundraising on our website](#)).
 - Ask individual donors to make a direct donation to the tribute fundraising page.
 - Encourage employee matched donations to be directed towards a specific tribute fund.

For more information about the Dragonslayer Tribute Fund, please contact either:

Allison Evenson, Development Coordinator – allison@nwsarcoma.org /206. 257.7215 x 0

or Jo McNeal, Executive Director – jomcneal@nwsarcoma.org/ 206.257.7515 x 1.

