



Voices Chapter Application Packet

Colon Cancer Alliance (CCA)

We are a national patient advocacy organization dedicated to ending the suffering caused by colorectal cancer. We will increase rates of screening and survivorship by providing support, education, research and advocacy.

Voices Volunteer Program

Our volunteer program gives advocates an opportunity to use their voice to help the CCA succeed in its mission – ending the suffering caused by colorectal cancer (CRC). *Voices* volunteers serve as liaisons to CCA's national office and lead CRC efforts in their community. We provide volunteers the support and services they need to educate their community about colorectal cancer awareness and screening.

Submit the Following To Become a Chapter:

1. The Memorandum of Understanding
2. CCA Chapter Board Member Information
3. Brief biographies of CCA Chapter Board members
4. Letters of Commitment from CCA Chapter Board members
5. Spreadsheet with the contact information of current membership: name, address, e-mail address and phone number
6. Plan for the Calendar Year 2011
7. Budget Proposal for Calendar Year 2011 (Excel Document)

Return the completed application packet to:

Colon Cancer Alliance
1025 Vermont Ave, NW
Suite 1066
Washington DC 20005

Fax: 866-304-9075
Email: info@ccalliance.org

For questions, please feel free to contact us at info@ccalliance.org or (202) 628-0123.



Voices Chapter Application Packet

Memorandum of Understanding between Colon Cancer Alliance and CCA Chapter of **[Name]**

The Colon Cancer Alliance (CCA) agrees to:

1. Process all applications for Chapter status in a prompt, accurate, and nondiscriminatory manner within 10 business days of receipt.
2. Permit all chartered Chapters the use of CCA's logo on its marketing and program materials, upon approval from the national office and in accordance with CCA's branding guidelines. Feedback from the national office will be given within 10 business days of receipt.
3. Reimburse for pre-approved program and administrative activities within 10 business days. Approval must be obtained from national office.
4. Maintain accurate accounting of Chapter funds raised and respective funds to be allocated specifically for Chapter program activities.
5. Maintain communication with the Chapter members on at least a quarterly basis.
6. Provide reasonable access to CCA support materials.
7. Provide training opportunities on a regular basis.
8. Submit CCA Chapter website page updates from Chapter on a monthly basis.
9. Provide periodic updates of any and all policies and/or procedures which govern the relationship between Chapters and CCA.
10. Recognize formally the outstanding achievements of deserving Chapters through annual awards/recognition.
11. Resolve any disputes with local Chapters as informally as possible and in accordance with uniform, consistent grievance procedures adopted by CCA.

The Colon Cancer Alliance Chapter of **[Name]** agrees to:

1. Support the mission of the Colon Cancer Alliance in the Chapter's program and fundraising activity.
2. Have the CCA's logo on all program and support materials.
3. Coordinate 3 outreach events that support CCA's mission.
4. Raise \$5,000 annually for the CCA and, minimally, conduct 2 annual fundraising events.
5. Maintain a CCA chapter webpage with, minimally, quarterly updates.
6. Submit all donations within one month of fundraising activity to national office.



Voices Chapter Application Packet

7. Complete an annual budget proposal and maintain and submit to CCA financial records and statements in accordance with generally accepted accounting procedures on a quarterly basis.
8. Provide CCA with an up-to-date listing/directory of its membership quarterly and its board annually.
9. Conduct at least four meetings of its general membership per year, and hold at least quarterly meetings of its board of directors.
10. Complete and remit annually a copy of the Memo of Understanding and an organization activities update.

Termination Procedures

If the Chapter dissolves or otherwise ceases to exist (excluding a formal, approved merger with one or more other chartered Chapters of the CCA), all of its remaining assets will revert to CCA, unless prohibited by law. If the Chapter terminates its relationship with CCA without otherwise significantly changing its mission, such entity may retain its assets, but must return its charter and any other official Chapter documents, upon CCA's request. Either party may terminate this agreement, at any time, by written notice.

Entered the _____ day of _____, _____.

By Colon Cancer Alliance

Colon Cancer Alliance Chapter of [Name]

CCA Representative

Chairperson

Print Name

Print Name



Voices Chapter Application Packet

Colon Cancer Alliance Chapter Board Member and Officers Descriptions

Each chapter must fill the following positions:

Chairperson – Oversees the chapter’s program and fundraising activities. Primary responsibility is to coordinate fundraising and sponsorship activities. Each chapter is expected to do a minimum of 2 fundraising events.

Secretary– Oversees communication efforts on behalf of the chapter. Maintains the chapter’s membership roster.

Treasurer – Handles the financial management of the chapter and is the point person for money issues with CCA.

Outreach – Organizes and coordinates mission-related events as required by the MOU.

In addition, some chapters may choose to fill the following positions:

Vice Chairperson – Serves as fund raising/development chair, chairs meetings in the event the Chairperson is not available, and serves a chair in training to move into that position when the new board elects new officers

Communication/PR –Builds relationships with media to get publicity for the chapter’s work/events. (This task could also be combined with another board position such as Outreach Coordinator.)

Term limits

All officer positions should have term limits. We suggest two year terms for each position, consider though that each Chapter application is renewable annually. The term limits are in place to prevent burnout and to give people the chance to work in different roles in their chapter.



Voices Chapter Application Packet

Colon Cancer Alliance Chapter of [Name]
Board Members
(Attach Brief Biographies of Each Person)

Chairperson:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

Secretary:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

Treasurer:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

Outreach:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

Communications/PR: (optional)

Name: _____

Address: _____



Voices Chapter Application Packet

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

Support: (optional)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

_____ : (optional)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

_____ : (optional)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____



Voices Chapter Application Packet

Colon Cancer Alliance Chapter of **[Name]**: General Plan for Calendar Year 2011

Goal of Chapter:

General Chapter Membership Meeting Schedule

- 1.
- 2.
- 3.
- 4.

Board Meeting Schedule

- 1.
- 2.
- 3.
- 4.

Detail Outreach Activities & Timeline:

- 1.
- 2.
- 3.

Detail Fundraising Activities and Timeline:

- 1.
- 2.

A reminder to submit the following items:

- ✓ Signed Memorandum of Understanding
 - ✓ Board Member Officer Information
 - ✓ Brief Biographies of Board Members
 - ✓ Board Letters of Commitment
 - ✓ Spreadsheet with the contact information of current membership: name, address, e-mail address and phone number
 - ✓ Chapter's General Plan for Calendar Year 2011
 - ✓ Budget Proposal for Calendar Year 2011 (Excel Document)
-

Colon Cancer Alliance Chapter Budget Proposal

Chapter Funds Raised

Amount of Current Available Chapter Funds:									
Amount Chapter Needs to Raise:									
Date Submitted for Approval:									

Expenses	Expense Description	Budget Projections	Budget Actuals *	Source of Funding	Amount	Status of Check ^	Use of Sponsorship Money
----------	---------------------	--------------------	------------------	-------------------	--------	-------------------	--------------------------

Program Related Expenses >

Catering (for meetings)							
CCA Materials (bulk orders of 500 + for events)							
Communications Support							
Delivery/Shipping							
Facilities Rental							
Mileage (\$.50 per mile)							
Meals							
Media & Advertising							
Lodging							
Miscellaneous							
Office Supplies							
Parking							
Postage							
Printing & Copying							
Registration Fees							
Speaker/Entertain Fees							
Telephone							
Transportation							

Administrative Costs (Non-Program Related Costs) <

Catering (for meetings)							
CCA Materials (bulk orders of 500 + for events)							
Communications Support							
Delivery/Shipping							
Facilities Rental							
Mileage (\$.50 per mile)							
Meals							
Media & Advertising							
Lodging							
Miscellaneous							
Office Supplies							
Parking							
Postage							
Printing & Copying							
Registration Fees							
Speaker/Entertain Fees							
Telephone							
Transportation							

Total Budget Proposal

0 0

Legend:
> program costs directly benefit the general public (support group, awareness events, etc.) Should be roughly 85% of budget.
< administrative costs are not directly related to a program activity that will benefit the general public (e.g. meeting room for CCA volunteer meetings are administrative costs). Should be roughly 15% of budget.
* complete as invoices come in
^ pending or deposited (by CCA national office)