

This guide is intended for anyone who would like to organize a fundraising activity to benefit the Institute for Research in Immunology and Cancer (IRIC) of the Université de Montréal.

1. Select the activity that best suits you.
 - a) Anniversary, funeral, social activities (community luncheon, happy hour, BBQ, movie activity, Christmas party, Valentine's Day, etc.), garage sale, bagging groceries, carwash, etc. The possibilities are endless.
2. Specify the location and date of your activity.
3. Set yourself a fundraising goal. To do so, consider the ability of your friends, family and network to help you in this undertaking.
4. Establish your fundraising strategy: phone calls, sending personalized texts or emails, social network campaign, selling tickets, raffle, auction, etc.
5. Prepare a simple and realistic budget.
 - a) Plan for expenses according to the type of activity selected. Examples: food, drinks, renting a room, alcohol permit, technical material, printing, other suppliers, etc.
 - b) Estimate possible sponsorships that would increase revenue or reduce expenses; your friends and family, your acquaintances and your network will be of precious help for that. Examples: sponsorships in the form of money, goods (food, drinks, equipment) or services (renting a room, graphics, printing).
6. Get your friends and family involved as volunteers, according to the strengths, interests and experience of each of them.
7. Set up a simple and realistic timetable.
8. Contact IRIC's Philanthropic Development Advisor in order to discuss your project and your timetable by filling out the form available on IRIC's website. You will also be provided with details about the issuance of tax receipts that you will receive for donations, as well as the assistance that IRIC will offer you for your project. Managing donations and the issuance of tax receipts are overseen by the Université de Montréal and the Canada Revenue Agency. Therefore it is important to validate eligibility for a tax receipt for any donation made as part of a fundraising activity by discussing it with IRIC's Philanthropic Development Advisor.

9. You are now ready to carry out your activity to support IRIC.

Your event must be held in compliance with health measures put in place by public health.

10. After the event, remember to warmly thank all of the people who supported you: participants, donors, sponsors and volunteers. Announce the result obtained and invite them to take part in the next edition of your activity, if applicable.

Revolutionizing the cancer research landscape is a major challenge. We all have a role to play and every action can make a difference. Your involvement is vital! It will contribute in a meaningful way to discovering new cancer therapies.

Thank you for supporting IRIC