

Community Fundraising Toolkit



Improving the lives of those affected by chordoma. Leading the search for a cure.

Turn Your Passion into Impact

Our success depends on the initiative of supporters like you. Every dollar you raise helps the Chordoma Foundation achieve our mission of improving the lives of those affected by chordoma and leading the search for a cure.

We are grateful for your desire to help and look forward to working with you. Whether you're new to raising funds or an experienced fundraiser, this toolkit will help you create a meaningful and successful campaign.

Renee Butler, parent of chordoma survivor

Renee ran 50 miles around her own neighborhood to raise money for our mission.



What you'll learn in this toolkit

- 03 • About the Chordoma Foundation
- 04 • Planning and creating your fundraiser
- 07 • Helpful resources
- 08 • FAQs
- 09 • Finishing strong

The Chordoma Foundation is a 501(c)(3) non-profit organization. As such, donations to fundraising pages on our site are tax deductible.

About the Chordoma Foundation

Our progress is enabled by fundraisers like you

Our vision is a future in which everyone affected by chordoma is able to overcome the disease and maintain their quality of life. Since 2007, we have served thousands of chordoma patients and caregivers across the world while dramatically accelerating the search for better treatments.



300+

researchers
collaborating
toward a cure

3,000+

families provided with free,
personalized support

\$20M+

in research
investments

6K

drugs screened against
chordoma cell lines

14

drugs entered clinical
trials with our support













Getting started

First up: What kind of fundraiser do you have in mind?

One of the first things to consider is whether you'd like to host your fundraiser in person or **virtually**. Many people find that a virtual fundraiser is an easy and accessible option — and some of our most successful fundraisers have taken place entirely online! There's no one-size-fits-all approach, so choose what feels right for you.

Whether you're honoring someone you love, raising awareness, or just want to make a difference, there are countless creative ways to support the chordoma community.

Some examples of previous in-person fundraisers include:

-  Bowl-a-thons
-  Golf tournaments
-  Half-marathons and 5ks
-  Birthday parties
-  Concerts
-  Dinner parties
-  Pub crawls
-  Sports tournaments like pickleball or dodgeball
-  Silent auctions and raffles
-  Board game nights
-  Yard sales
-  Restaurant partnerships

No matter what you choose to do, know that we are here to support you every step of the way!

Want to talk it through? Let's chat!

If you're interested in fundraising, we want to hear from you, and will work with you to:

- ✓ Generate ideas
- ✓ Connect you with others who have organized similar fundraisers
- ✓ Kick-start your planning process
- ✓ Set a fundraising goal
- ✓ Create an actionable timeline
- ✓ Provide you with Chordoma Foundation materials
- ✓ Help publicize your fundraiser

Contact

Dani Pike

Development & Engagement Officer

dani@chordoma.org

(919) 897-5122



Mick Potempa, chordoma survivor, his wife Noreen, and guests at their benefit dinner

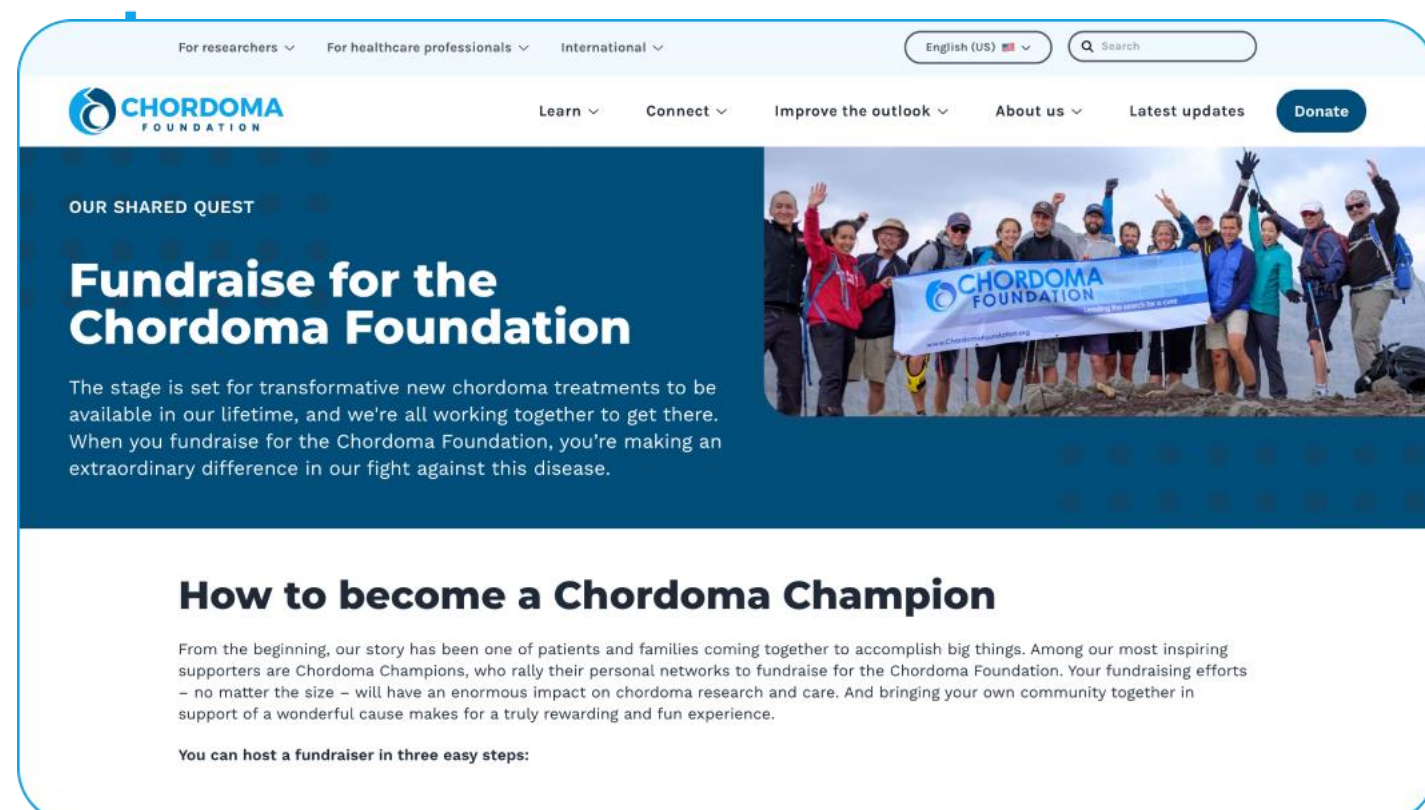
Your first step

Set up a fundraising page!

As you launch your fundraiser, the very first thing we recommend is to create a personal fundraising page on our site. **It's easy:**

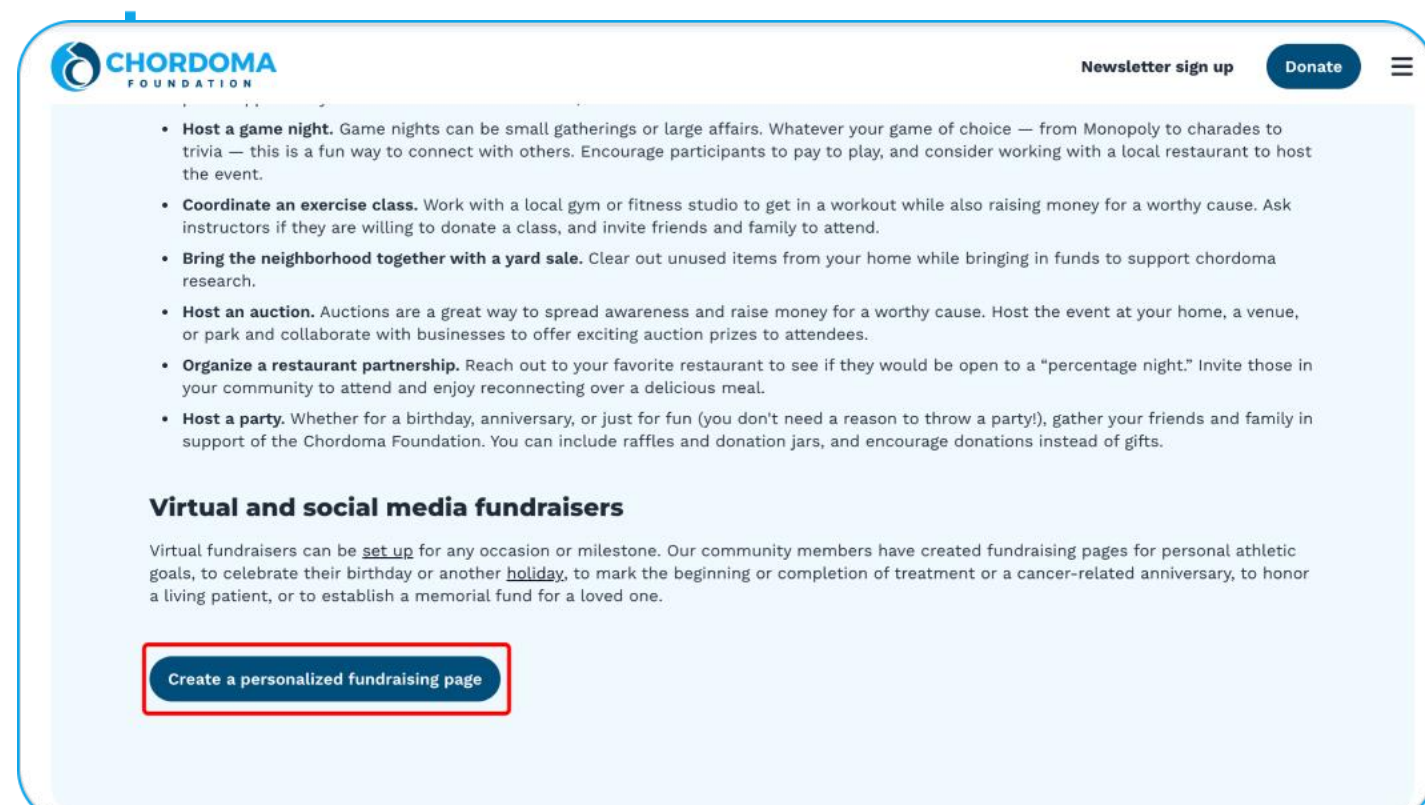
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Go to
chordoma.org/fundraise



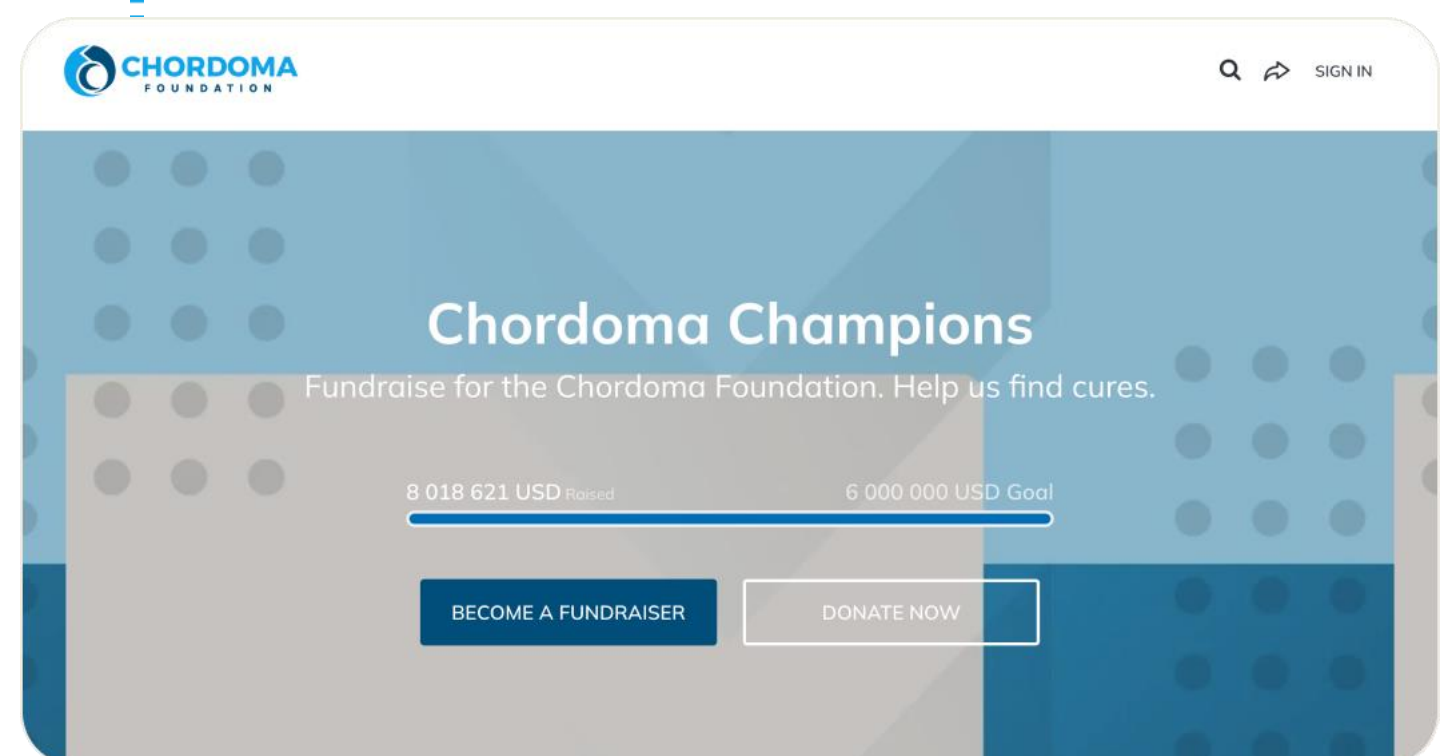
2

Click the “**Create a personalized fundraising page**” button



3

Click “**Become a fundraiser**” and follow the prompts to set it up



This personal page is where you'll:

- ✓ Tell your story and share why you're fundraising
- ✓ Collect donations online securely and easily
- ✓ Track your progress and thank your supporters
- ✓ Make it easier for your friends and family to give — and for you to spread the word across email, text, and social media.

Need help setting up your page?

Email dani@chordoma.org and she'll walk you through it step by step.

Publicizing your fundraiser

We'll share tools that make it easy for you to spread the word about your fundraiser.

The most effective way to spread the word is by tapping into your own network. Whether it's **through social media, email, text, or word of mouth, your personal outreach** is what makes your fundraiser powerful. Friends, family, coworkers, neighbors — they all want to support you and your connection to this mission.



What matters most is reaching out with heart and sharing why this matters to you. We're here to help you do that with confidence.

We can provide you with sample social media and email messaging, and work with you to sharpen your materials so they're clear, compelling, and easy to share.



Golfers at the annual **Swing Fore the Cure** tournament in Kansas City

Helpful resources

We can provide you with:

Printed materials

To help inform your participants about chordoma, what we're doing to attack it and how their participation is making an impact. We can also provide you with Foundation-branded swag to display or give away at your fundraiser, including:



**Perseverance
bracelets**



**Sticky
notes**



Pens



**CF
banners**



"In the 10 years I've been living with chordoma, I've seen treatments go from very limited to where we are now: new therapies are creating hope. The Chordoma Foundation is rapidly rewriting the story of this disease."

- Todd Balf, patient and repeat fundraiser

Digital Tools



Email templates



Social media templates



Letters of commendation



Communications schedules



Donation request letters



Thank you cards



Latest research updates

Community Support

Additionally, we can connect you with other successful fundraisers who have experience putting on the kind of fundraiser you're interested in. There are so many incredible fundraisers in our community who would be happy to help you make your vision a reality!

If there's anything else we can provide to make holding a fundraiser as easy as possible for you, let us know:

development@chordoma.org

Fundraising FAQs

How do I set up a fundraising page?

It's super easy! Got to chordoma.org/fundraise, then select "Create a personalized fundraising page" and complete the prompts that follow. If you need help, email dani@chordoma.org and she'll walk you through step by step.

Are donations tax-deductible?

The Chordoma Foundation is a 501(c)(3) non-profit organization. As such, donations to fundraising pages on our site are tax deductible, and donors will receive a tax receipt. If you collect donations in person at your fundraiser, donors who wish to receive a tax receipt from the Chordoma Foundation should make checks payable to the Chordoma Foundation. Alternatively, if you're collecting payments via checks made out to your name, cash, Venmo, etc. and planning to send them to the Chordoma Foundation later, individual donors cannot receive tax receipts from the Chordoma Foundation.

How are donations used?

Donations are used to improve the lives of those affected by chordoma and lead the search for cures. The Chordoma Foundation invests in three mutually reinforcing program areas: research, patient services, and healthcare improvement. While working to develop better treatments for tomorrow, we're creating a better experience for those living with chordoma today.

Can the Chordoma Foundation reimburse me for fundraiser expenses?

No, but you can pay for fundraiser expenses using fundraiser revenue and send the net proceeds (revenue minus expenses) to the Chordoma Foundation.

What if I want to fundraise with a team?

You can absolutely do that! Email us (development@chordoma.org) and we'll help you set it up.

Can you help me brainstorm a fundraiser idea or set up my page?

We'd love to talk with you about your ideas and provide any support you need to get started. Our Development and Engagement Officer, Dani Pike, can be reached via email (dani@chordoma.org) or phone ([919-897-5122](tel:919-897-5122)).

Finishing strong

Wrapping up: what to do with the funds you raised

However you raised funds — through your online page, by check, Venmo, or cash — we're incredibly grateful, and we're here to help make sure everything gets counted and put to good use.

Here's what to do next:

1

If donations were made directly to your online fundraising page: Great! No action needed — we've got those tracked and recorded automatically. Donors who give online receive instant tax receipts.

2

If someone gave you cash, sent you Venmo funds, or made a check out to you, just total up those donations and send one combined check made out to the Chordoma Foundation. It can be mailed here:

Chordoma Foundation

PO Box 2127
Durham, NC 27702-2127

Please include a short note with:

- ✓ The name of your fundraiser or event
- ✓ A list of donors and their email addresses, if you'd like us to thank them individually

Need help?

We're always happy to walk you through this process — just reach out to development@chordoma.org. No matter how you collected the donations, we'll make sure it's easy to get them where they need to go.

Share your success and inspire others

We want to hear from you! Let us know about your fundraiser — what went well, what you learned, and anything notable that happened!

Share pictures

We'd love to showcase your successful fundraiser through our e-newsletter, social media, website, and beyond. Your fundraiser could inspire others to fundraise for the Foundation.



The first annual Robert Realmuto Memorial Poker Tournament, organized by friends and loved ones in Dr. Rob's memory

Saying thank you

Once your fundraiser wraps up, one of the most meaningful things you can do is thank the people who supported you — whether they donated, volunteered, showed up, or simply cheered you on. A quick thank-you message goes a long way in making people feel appreciated and more likely to stay involved. Here's what we recommend:

- ✓ Send a personal thank-you note or email to anyone who contributed — donors, volunteers, and anyone who helped make your fundraiser happen.
- ✓ Keep it simple and heartfelt! Let them know how much their support means to you and what kind of impact they've helped make.

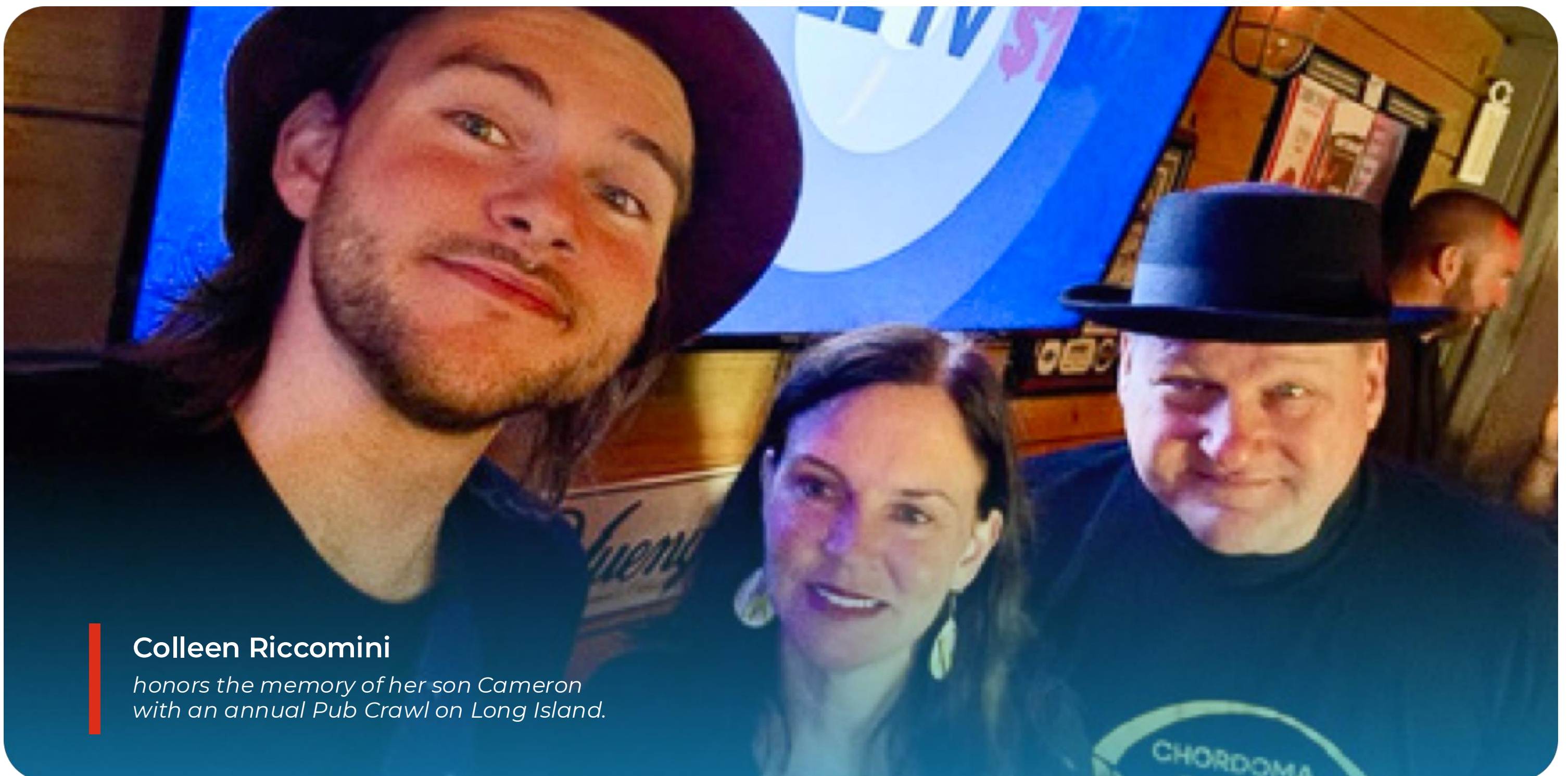
Before you go

Thank you for considering a community fundraiser to support the Chordoma Foundation! Every gift brought in as a result of your efforts — big or small — will have a meaningful impact on those fighting chordoma.

Thank you for being part of a growing community of supporters who are working together to create a brighter future for everyone affected by chordoma!

Questions? Want to talk about a fundraising idea?

Our Development and Engagement Officer, Dani Pike, can be reached via email (dani@chordoma.org) or phone (919-897-5122).



Colleen Riccomini

honors the memory of her son Cameron with an annual Pub Crawl on Long Island.