

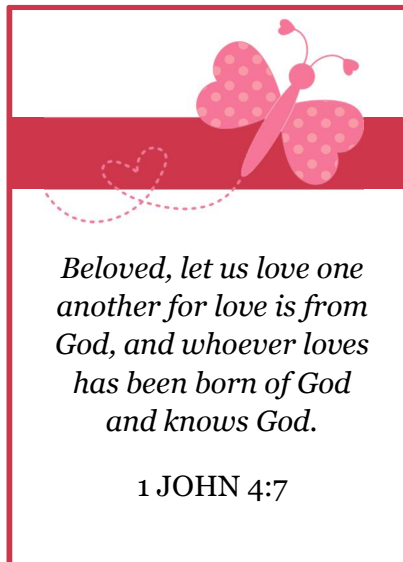


CHAPTER APPLICATION

Welcome

Forming a Chapter of Crochet for Cancer (CFC) will be one of the most rewarding experiences of your life. We have found that each time we deliver donations to cancer centers and hospitals we walk away knowing that we have shown love and support to people during one of the most difficult times in their life. It is an awesome responsibility and it is one that we take very serious.

Deciding to become a chapter and distribution point for chemo caps and other handmade items in your community is something that should be entered into with great thought and not on a whim. Our goal is to help establish strong Christian leaders that will continue the mission of CFC for many years to come. If you feel that you may only be able to partially commit to this cause or that you may be able to volunteer for less than 2 years, I urge you to reconsider forming a chapter. However, if you have made the decision to commit to becoming a chapter and are willing to dedicate yourself to this cause, we are happy to have you as a part of the CFC family.



Philosophy, Mission & Christian Values

As a chapter, you will be expected to follow the mission and guidelines established by CFC which are explained in this document.

It is important that you note that in order to be eligible to be a CFC recognized chapter, the volunteer leader of the newly formed chapter must express an agreement with and be willing to abide by the philosophy of CFC, its mission, and Christian values.

Philosophy: We believe that providing a cap or other handmade item to someone undergoing treatment for cancer is a privilege and should always be done so with respect, understanding, and in a gentle manner. It is an honor to use our time and talents to uplift and show God's love to someone in need. Our hope and prayer is that the God will use the handmade gifts tagged with biblical scriptures, to open someone's heart to have a life changing connection with Christ.

Mission: To uplift the spirits and show love to those taking treatments for cancer by offering them a handmade item.

Christian Values: We choose to honor God with our lives. We believe that Jesus is the Son of God, the Leader of our lives and the Source of eternal life. We believe the Holy Bible is God's life-changing message of truth to all people.

We understand there are many Christian denominations and beliefs. We do not require chapter leaders to be a certain denomination as long as they believe the Christian Values statement is true and adhere to it.

Commitment

It is important for the chapter Leader to commit to running the new group for a minimum of 2 years (24 months).

It takes a few months to get established, secure a group of volunteers, communicate and partner with local cancer centers, and to spread the word about your organization. Once the group is formed and running smoothly, a co-leader should be established so that someone will be able to continue the group if the leader should step down, move away or resign.

Expectations

As a CFC chapter leader you will be expected to do the following:

- Acquire a small post office box where donations can be mailed. This can be a personal P.O. Box if you already have one. You may choose to opt out of purchasing a postal box by selecting the corresponding box on the application.
- Establish a Chapter name and Facebook fan or group page. (website/blog is optional)
- Place an uplifting scripture from the Holy Bible (any translation) on each item prior to donating. If your partner cancer center will not allow scriptures, please ask if they will allow a card that says “We pray this item brings you comfort” or similar saying.
- Items collected will be donated to cancer centers, hospitals, and infusion centers within one to two months of being received.
- Build a relationship with area cancer centers, hospitals, etc. and provide CFC with contact information of each one that you have chosen to donate to.
- Build a core group of volunteers to help accomplish the CFC mission.
- Take photos of all items donated and post photos with thank you notes on Facebook.
- Send handwritten thank you notes to each person that donates items to your group.
- Keep a computer log (excel or similar) of all donor names, addresses, items donated and date received.
- Store the donations safely until the time that they can be delivered.
- Process donations to be sure they are clean and free of pet hair, perfume, smoke, etc. Launder if necessary using allergen free detergent.
- Promote your group and help spread the word about the cause through activities, teaching opportunities, etc.

Benefits

As a CFC recognized chapter you will be listed on the CFC website www.crochetforcancer.com as a donation location and will be highlighted on the CFC Facebook page. You will also have the opportunity to chat with other chapter leaders, share ideas and ask questions on the private chapter leader’s group page.



Please complete and submit this section of the application if your Chapter is forming in the **US** or **Canada**. If you live in another country, please complete as much of this application as you can and fill in additional details regarding your address in the section labeled notes.

Name of Leader(s) _____

Chapter Name _____

Chapter Address _____ City _____ State/Prov _____ Zip _____

We prefer you use a postal box for safety and security reasons however you are welcome opt out and use a home or church address if you choose.

- I will purchase a postal box once my application is approved
- I choose to opt out of purchasing a postal box. I understand the security risk and I understand that CFC will place the address I provide on their website and on all marketing materials and social media sites.

Home Address (if different from Chapter) _____

Phone# _____ Cell# _____ Do You Accept Text Msgs? _____

Chapter Email _____ Personal Email (if different) _____

Leader Signature _____

Notes: _____

Please return by mail to: Tracy Wells
Crochet for Cancer, Inc.
P.O. Box 835
Brooklet, Georgia 30415

Or by email to: info@crochetforcancer.com

*Thank you for completing the application process. You are very close to becoming a CFC recognized chapter. There are just a couple more steps. A short email interview may be conducted by the Executive Director/Founder of CFC to be sure all terms and conditions are understood and to see if you have any questions. Once the interview is completed, the application will be brought before the CFC Board of Directors for approval. Please note, the CFC Board of Directors will review each chapter application form to determine eligibility. The CFC Board has the right to refuse a chapter. Once the application has been processed and brought before the Board, you will be notified by email or phone of the Board's decision. **Please be sure to sign and return the next page, Chapter Terms & Conditions along with the application.***

Crochet for Cancer Chapter Terms & Conditions

I agree to follow and abide by the following terms and conditions:

- Items collected from others and the items I make will be donated to my partner Cancer Centers, Hospitals, and Infusion Centers within one to two months of receiving or completing the item.
- I understand that my chapter is a separate entity from Crochet for Cancer, Inc. and it is my responsibility to see that the group is properly setup, insured and registered with the state if I so choose.
- I understand that my chapter is volunteer based and not member based therefore I will not collect any type of membership dues or payments from volunteers (gifts and financial donations excluded).
- I agree to place an uplifting scripture from the Holy Bible (any translation) on each item prior to donating.
- I agree to conduct myself in a professional manner when dealing with volunteers, partner centers, and CFC.
- I will keep the items donated in a place that is safe, dry, free of pet hair, perfume, hair spray, smoke, etc. until I am able to deliver them. I will launder the items if needed using allergen free detergent.
- I agree with and choose to abide by the Philosophy, Mission and Christian Values established by CFC.
- Items collected from others and the items I make will NOT be sold in any way.
- In no way will anyone associated with the chapter receive money for any item collected.
- I will conduct myself in a professional and Christian manner on all personal and professional social media sites.
- I, or anyone from our chapter, will not solicit funds or financial donations under the name Crochet for Cancer, Inc. unless approved by Crochet for Cancer, Inc. in writing.
- I understand that Crochet for Cancer, Inc. is held harmless and is not responsible for anything I or the chapter does, says, or donates.
- I, nor does anyone in my group, have authority to speak on behalf of Crochet for Cancer, Inc.
- I understand that this is a volunteer opportunity and that I will not, nor anyone associated with my group, receive compensation for our time.
- All information I receive as a chapter leader is strictly confidential, including full names of donors, address details, health diagnosis of donor and/or recipient, etc. and will only be shared if given written permission.
- If I or anyone in my group receives information regarding a person's health, diagnosis, etc., it is to remain private and confidential unless given written permission by the person to post information online to solicit donations.
- These terms and conditions may be changed or revised at any time by the CFC Board of Directors without my permission or knowledge. CFC has the right to discontinue its relationship with me and revoke chapter status at any time should it determine the chapter is not following these terms and conditions.

Signature of Leader _____ Date _____

Print Name _____ Name of Chapter _____

Please sign and submit this page with application.