

# Caring Ambassadors Program, Inc.



## Volunteer Packet



**The Caring Ambassadors Program mission is to help improve the lives of those affected by chronic disease through advocacy, information, and support.**

Dear Friends of CAP,

As we move into the second decade of advocating for those with lung cancer and hepatitis C, we recognize our clients are facing more challenges than ever before.

Lung Cancer is still the number one killer of all cancers. Hepatitis C remains the leading cause of liver transplantation and liver cancer in the United States. Liver cancer is one of the only cancers still on the increase.

We are passionately committed to making a positive difference for those people living with these long-term illnesses.

If you are planning an event to benefit CAP, we hope this booklet will help in ensuring a successful event.

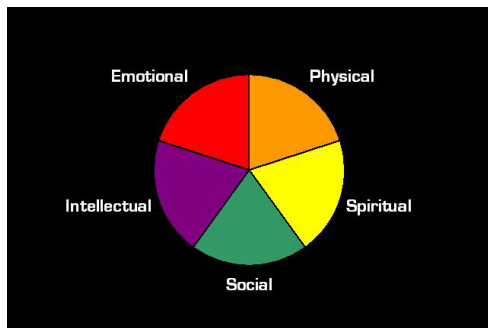
We are extremely blessed to have your support. We thank you and look forward to working with you.

Best regards,



Lorren Sandt, Executive Director

Chronic disease is the leading cause of disability and death in the U.S. At least 70% of all deaths are attributable to chronic disease. Over 90 million Americans live with one or more chronic diseases. In short, the greatest threat to health and longevity in the U.S. today and for the foreseeable future is chronic (long-term) disease.



Central to the successful management of chronic disease is a recognition of the fact that illness and health are not an either/or proposition, but are rather the two poles of a spectrum.

Although we often tend to think of this spectrum only in terms of physical health or illness, true wellness requires health in all realms. As a result, CAP addresses not only the physical aspects of wellness, but also the other components of living in wellness.

# The CAP Organizational Model

The Caring Ambassadors Program empowers individuals with knowledge to make personally appropriate choices to optimize their overall wellness day-by-day. The CAP model recognizes that different diseases present very different challenges. Therefore, each CAP program is tailored to meet disease-specific challenges and unmet needs.

## **The Caring Ambassadors Lung Cancer Program**

Established 1997

Internet site: [www.LungCancerCAP.org](http://www.LungCancerCAP.org)

The goals of the Caring Ambassadors Lung Cancer Program are to:

- Improve the quality of life of people living with lung cancer and their families through information and support
- Provide state-of-the-art information about lung cancer treatment options to patients and their families
- Advocate for increased prominence of lung cancer on local, state, and national public health agendas
- Motivate people and groups concerned about lung cancer to work together for the good of all persons affected by the disease.

## **The Caring Ambassadors Hepatitis C Program**

Established 1999

Internet site: [www.HepCChallenge.org](http://www.HepCChallenge.org)

The goals of the Caring Ambassadors Hepatitis C Program are to:

- Educate people afflicted with HCV about their management and treatment options.
- Promote enhanced hepatitis C awareness among the general public, healthcare communities, and policy-makers.
- Facilitate collaboration among all stakeholders in the hepatitis C arena.

# Volunteer for a CAP event!



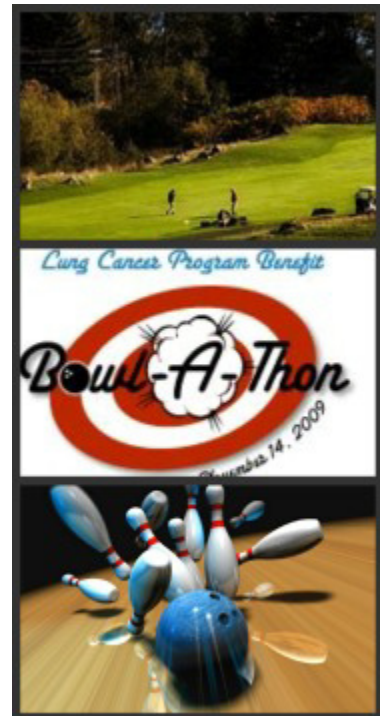
## Annual CAP Events:

**Water Front Blues:**  
Hepatitis C Awareness

**Bowlathon:** Lung Cancer  
Awareness

**Golf Tournament:** Lung  
Cancer Awareness

Volunteering at an event allows you to connect directly with people in a way that money cannot necessarily buy. You have the direct experience of seeing how CAP helps its constituents. In a time of great need, volunteers are the utmost important in the world of non-profits. Volunteering gives you a sense of social connectedness that greatly improves your own sense of wellbeing.



# Would you like to plan a fundraiser to benefit CAP?

## Start by getting organized!

Do you have an idea for an event and want to raise money in honor of a loved one? There are many different opportunities available at all levels of involvement. We rely on you, your friends, family and coworkers to help the Caring Ambassadors Program continue our work.

## Need some inspiration? Here are a few ideas.

- ✓ Host a charity golf tournament for CAP.
- ✓ Participate in a marathon or a Walk/Run/Bike-a-thon and tie your participation to CAP.
- ✓ Host a charity Bowl-A-Thon.
- ✓ Have a car wash or fundraising raffle.
- ✓ Have a garage/yard sale to benefit CAP.
- ✓ Host a fundraising dinner or potluck at your home or church.
- ✓ Organize a fundraiser such as a jeans or casual dress day at work.
- ✓ Sign-up for your employer's matching gift program to benefit CAP.
- ✓ Ask for donations in lieu of gifts for anniversaries, a wedding or for your birthday.

CAP believes strongly in the power of people working together, and that, by doing so, we will make far more significant advances than could be made by any group or discipline working on its own.

# Now that you have chosen a CAP fundraiser, let us help you get organized!

## Fundraising Essentials Planning Guide

We appreciate your enthusiasm towards our program goals and would like to make you aware of some of the tools you will be able to use in your fundraising endeavors. CAP uses Firstgiving allowing you to connect with friends, family and the public through an easy online interface.

- Get creative! You will be able to create an individual fundraising page that is easy and fun to use.
- You will be assigned your own personal web address to make it easier to link to your favorite social networking sites.
- Easy to use donate button handles all the transactions and tracks your goals.

Get started today!

Visit [www.firstgiving.com/CaringAmbassadors](http://www.firstgiving.com/CaringAmbassadors)

Fill out a [volunteer form](#)



# CAP Fundraising Essentials Planning Guide

Have you taken the steps to become a CAP Volunteer?	Volunteer Application Release of Liability & Confidentiality Agreement Approval from CAP Director
<b>Event:</b>	
<b>Event Date:</b>	
<b>Budget:</b>	
<b>Fundraising Goal:</b>	
<b><u>Pre-Event</u></b>	
Facility Evaluation & Reservation:	
Volunteer in charge:	
Budget:	
Deadline:	
Site Selected:	
Site Contact:	
Contact Information:	
Deposit Paid/Date:	
Paid In Full/Date:	
<b><u>Marketing:</u></b>	
Volunteer in charge:	
Email Campaign	
<input type="checkbox"/> Managed by:	
Newsletter	
<input type="checkbox"/> Managed by:	
Media/Press Release	

<input type="checkbox"/> Managed by:	
Facebook/Twitter	
<input type="checkbox"/> Managed by:	
Letter Campaign	
<input type="checkbox"/> Managed by:	
Fliers/Posters:	
<input type="checkbox"/> Managed by:	
Other:	
<input type="checkbox"/> Managed by:	
Clerical & Administrative:	
Banking (gets change, arrange cash boxes):	
Oversees Volunteers:	
Group Leaders/Group:	
<b><u>Day of Tasks:</u></b>	
Volunteer in charge:	
People Assisting/Event Staff:	
Job Delegation:	
Decorating:	
Table/Chair/Furniture Set-up:	
Equipment Set-up:	
Table/Booth Staffing:	
Announcing/MC:	



Ticket-takers:	
Volunteer in charge:	
People Assisting/Event Staff:	
<b><u>Supplies:</u></b>	
Decorations:	
Theme:	
Budget:	
Volunteer in charge:	
People Assisting:	
Food & Drink/Refreshments	
Budget:	
Volunteer in charge:	
People Assisting:	
Prizes	
Budget:	
Volunteer in charge:	
People Assisting:	
Games/Entertainment	
Budget:	
Volunteer in charge:	
People Assisting:	
Special Services:	
<b><u>Permits</u></b>	
Volunteer in Charge:	

Assistants for Filing	
<b><u>More Services:</u></b>	
(Handicapped considerations, Music, Entertainment, DJ, Etc.)	
<b><u>Vendor/Service:</u></b>	
Volunteer in Charge:	
Assistants:	
Budget:	
Contacts:	
Set-Up:	
Volunteer in charge:	
People Assisting:	
Event Staffing:	



## HOW TO GIVE

Our work depends entirely on the generosity of donors like you, who understand the importance of supporting our mission to help improve the lives of those affected by long-term diseases through advocacy, information, and support.

The Caring Ambassadors Program is a 501(c)(3) nonprofit organization. All donations are tax-deductible to the full extent allowed by law.

**SUPPORT US** by making a gift of cash or putting Caring Ambassadors Program in your will or long-term financial plans.

**SPREAD THE WORD** about Caring Ambassadors Program to friends and colleagues who might be interested in the work we do.

**STAY INFORMED** by signing up for our weekly E-news, our monthly Literature Reviews, our Action Alerts and other periodic mailings.

Please visit us online at:

[www.LungCancerCAP](http://www.LungCancerCAP), or [www.HepCChallenge.org](http://www.HepCChallenge.org), to learn more about our programs and to stay current on important issues facing people living with lung cancer or hepatitis C.



### **Caring Ambassadors Program, Inc.**

P.O. Box 1748 ~ Oregon City, OR 97045  
503-632-9032 ~ 503-632-9038 FAX

*“Volunteering at a CAP event has been such a moving experience. To be able to say you helped a person acknowledge their HCV status and get them on their way to a cure is absolutely heartwarming. Thank you Caring Ambassadors Program for all the you have done for the community.” Megan Berry*