



# 2024 FORK CANCER COMMITTEE



## CONTACT INFORMATION:

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*We meet on the 1st Tuesday of every month at 6pm*

**2023**

- Tuesday, 9/8 – First 2024 Fork Cancer Committee Meeting
- Tuesday, 10/3
- Tuesday, 11/7

**2024**

- Tuesday, 1/9
- Thursday, 1/25 – Fork Cancer Kick-off & Honoree Recognition Event
- Tuesday, 2/6
- Tuesday, 3/5
- Tuesday, 4/2
- Thursday, 4/18 – Fork Cancer Event at the Norton Museum of Art
- Thursday, 4/25 – Fork Cancer Debrief Call
- Thursday, 6/6 – Committee Celebratory Dinner

**Socials & Networking Events**

Tuesday, 6/27 - Summer Social at E.R. Bradley's West Palm Beach, 6-8p

Thursday, 8/24 – Making Strides Against Breast Cancer Kick-Off Event at Cox Science Center

Thursday, 9/28 - Fall Social at 123 Datura West Palm Beach, 6-8p

Saturday, 10/14 – Making Strides at Sunset Cove Amphitheater Boca Raton, 7a

Thursday, 11/30 – Holiday Social at Drive Shack, 6-8p

Thursday, 1/25 – Fork Cancer Kick-off & Honoree Recognition Event

Thursday, 3/21 – Get-together Social, Palm Beach Location TBD

Thursday, 4/18 – Fork Cancer at Norton Museum of Art

Thursday, 6/27 – Summer Social

## EVENTS COMMITTEE

The Events Committee is responsible for the planning and execution of Fork Cancer 2024. In addition, they will oversee, support, and maintain deadlines with the sub-committees (Sponsorship, Mission, Restaurant Lead, Honorary Chair, Auction Lead) to streamline collaboration, communication, and event execution to ensure the event is on track to hit goal.

### Event Chairs

- Serve as event champion; oversee event from start to finish.
- Recruit, motivate and lead subcommittees, members, and volunteers.
- Work with President and Vice President to develop agendas and schedule monthly meetings.
- Support and make asks of potential sponsors at a minimum of \$2500.
- Create a peer-to-peer fundraising page and commit to raising a minimum of \$1000.
- Lead committee to reach revenue goal and minimize expenses.
- Track and communicate progress updates using the shared document provided by ACS Staff partner. (Prospects, Auction, Restaurants, Sponsors, Honorees, Calendar)
- Work from July 2023-June 2024 on Fork Cancer recruitment through end of event celebration
- Anticipated commitment hours: 120-150

### Honorary Chair

- Work with committee to identify and recruit a minimum of 20 Honorees, young professionals and leaders in the community to fundraise a minimum of \$2500 towards ending cancer as we know it, for everyone.
- Work with Fork Cancer Kick-off Event Chair on coordinating Pre-Event Honorary Kick-off.
- Work with Marketing Chair and ACS Staff to create a social media plan to recognize Honorees
- Create a peer-to-peer fundraising page and commit to raising a minimum of \$1000.
- Track and communicate progress updates using the shared document provided by ACS Staff partner.(Prospects, Auction, Restaurants, Sponsors, Honorees, Calendar)
- Work from June 2023-December 2024 to identify and secure Honorees
- Work from January - May Encourage to touch-points with Honorees
- Anticipated commitment hours: 60-80

### Fork Cancer Kick-off Event Chair

- Work in tandem with Sponsors, Honorees, and ACS staff partner to organize a February event for Fork Cancer to kick-off the fundraising season for Honorees and to recognize sponsors
- Create a timeline for the event and a way to recognize Honorees for their commitment and interest in ACS/Fork Cancer
- Work from September 2023-February 2024
- Anticipated commitment hours: 40-60

## **Sponsors Relations & Chair**

The Sponsorship Relations Chair is responsible for the committee that works to find corporate partners to sponsor our events- whether monetary or in-kind. They will work with the ACS Staff partner to develop the sponsor goals, deadlines and materials for sponsorship tiers and respective benefits. They will also facilitate a meeting to help coach our other committee members on how to successfully ask their employers for sponsorships

- Compile list of past sponsors and potential prospects
- Solicit and secure event sponsorships
- Work with ACS staff to recruit young professionals from various companies in each market
- committee members to serve on sub-committee
- Secure 3x the amount of sponsor leads needed to meet budgeted goal
- Work from July 2023-January 2024 to line-up sponsorship relationships
- Anticipated committment hours: 40-60

## **Mission & Advocacy Lead**

- The Mission and Advocacy Chair is responsible for the committee that works to bring the ACS' Mission into our events and meetings.
- Identify ABOA Member to share a mission moment at the start of each meeting.
- Identify survivors in the community to join the ABOA.
- Develop a mission moment for signature event
- Collaborate with ACS Staff partner to secure mission speaker for signature event
- Collaborate with Marketing committee to capture mission related stories for social.
- Secure a Survivor Sponsor for the signature event.
- Create a peer-to-peer fundraising page and commit to raising a minimum of \$1000.
- Track and communicate progress updates using the shared document provided by ACS Staff partner. (Prospects, Auction, Restaurants, Sponsors, Honorees, Calendar)
- Work from July 2023-January 2024
- Anticipated commitment hours: 40-60

## **Fork Cancer Restaurant Chairs**

- Work with ACS Staff and ABOA leadership board (President, VP, Event Chairs) to set concrete deadlines to work to secure restaurant partners.
- Work with events committee to identify, target, and secure 20 Palm Beach County Restaurants for Fork Cancer.
- Provide event participation requirements and commitment form to prospective restaurants. Once secured send commitment form to ACS Staff partner to support follow-up.
- Create a peer-to-peer fundraising page and commit to raising a minimum of \$1000.
- Track and communicate progress updates using the shared document provided by ACS Staff partner (Prospects, Auction, Restaurants, Sponsors, Honorees, Calendar)
- Work from July 2023-January 2024 to line up restaurant participants
- Anticipated commitment hours: 40-60

### **Auction Chair**

- Secure in-kind donations & services (e.g., décor, printing, food, alcohol, etc.)
- Lead event-day volunteer activities
- Reach out to personal and/or business connections for high quality items/packages
- Coordinate auction/raffle display, set-up, and logistics for event day
- Create a peer-to-peer fundraising page and commit to raising a minimum of \$1000.
- Track and communicate progress updates using the shared document provided by ACS Staff partner. (Prospects, Auction, Restaurants, Sponsors, Honorees, Calendar)
- Work from January 2023-April 2024 to identify, secure and organize auction items
- Anticipated committment hours: 40-60

### **ACS Staff Partner**

The Staff Partner serves as the bridge between the American Cancer Society and ABOA. This connection enables the young professionals to remain aligned with the mission and focus of the organization. The ACS Staff Partner guides, encourages, supports, motivates, and stands as a resource for each member as they join in the American Cancer Society's mission.