



A survivor by your side.

CanCare, Inc. Affiliate Checklist

This Checklist is designed to guide your preparation work so when you attend the orientation you get the most from our time together. It will also help us work with you to determine the most opportune time for your group to come. We want your team's and our staff's time to be well spent! Once complete, please send this checklist to Kristy Elmore at Kristye@CanCare.org.

CanCare's 4-day orientation is designed for communities who:

- have a strong team in place,
- understand why they want to further the mission that no one endures cancer alone in their community,
- have a clear understanding of who they will serve, and
- know what other organizations they will need to work with to be successful.

We recommend that the core members of your team attend the orientation and volunteer training. This includes team members who will serve as the Project Manager, Training Lead, Volunteer Coordinator, and Outreach Specialist at least for the first phase of the program. We also suggest you come to the orientation when you are able to launch within 6 months of attending.

During the orientation, we'll provide you with a business plan template to complete to help further strengthen your organization and launch plan. If you have questions about the Checklist or would like help clarifying your readiness to attend the orientation, please email (TBD CanCare Person) to set up a phone meeting.

Introduce us to your Team

Critical roles for launch include a Project Manager, Training Lead, Volunteer Coordinator, Outreach Specialist, Therapist, Medical Professional and Religious Lead (Pastor, Rabbi, etc). In the early phases of your project, one person may have multiple roles. Who is on your team and what roles are they planning to hold? You may have other roles besides these. Let us know.

1. Names of Core Team Members, contact information and role:

Name	E-mail address	Role
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. What prior relevant experience do these members of your team have? Where do you feel your team is especially strong and/or weak? Please explain.

3. Your success will also depend on the relationships and collaborations you have or will build in your community. This includes referral sources for clients and volunteers and sources for training support (including space, food, etc).

What community partners have you already identified and connected with? (Our experience shows that you will need collaboration with a religious institution and a medical institution. This will be one of your primary places to first gain volunteers and clients)

Name	Role you expect them to play
_____	_____
_____	_____
_____	_____
_____	_____

What other partners are you hoping to work with?

What's Your Vision?

1. Why does your group wish to implement the CanCare model? What difference do you want to make in your community?

2. Describe who your project plans to serve (i.e. both clients and volunteers). What referral sources do you expect to connect with to find clients and volunteers you plan to serve?

Referral Source(s) for Clients:

Referral Source(s) for Volunteers:

Non-Profit Status

1. Are you planning to file your own 501(c)(3) application or operate under another organization's 501(c)(3)?

If under your own 501c3, when did you (or when do you plan to) file your application?

If under another organization's 501(c)(3), is your fiscal sponsorship agreement in place? What organization is providing fiscal sponsorship, and what is the name and contact information for the person at that organization with whom you are working?

Organization Name:
Fed Tax ID:
Contact Person:
Email:
Phone:

Start-up Costs & Funding Plans

1. Your project's fund-raising needs will depend on many factors including whether or not you have paid staff, whether you have to pay rent for office space/training space, how many clients you serve when you launch, how many volunteers you envision training, how you design your outreach/marketing needs, and how fast you grow. We've attached a sample start-up budget that you can use as a template to project your funding needs for the first six months to two years.

Describe how you envision your project's launch. What ideas do you have for funding your first six months to a year? Please list your funding sources and identify whether they are potential or committed:

Funding Source	Potential/Committed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Thank you!

Please email your completed Checklist to kristye@CanCare.org. We'll be in touch with you soon to discuss next steps.