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ONE-TO-ONE FUNDS GUIDELINES

Please read the financial program Guidelines carefully before completing this form.

The Bone Marrow & Cancer Foundation's One-to-One Funds assist cancer & transplant patients by creating personal funds at the Foundation. A patient's community, family, and friends can raise money that will be placed in the fund and used for that specific patient's treatment-related expenses (see "Use of Funds" section below).

The patient must be affiliated with a certified treatment center and seeking or receiving active cancer treatment.

The Bone Marrow & Cancer Foundation has found that families partnering with one organization for their fundraising efforts leads to optimal fundraising success.

RESPONSIBILITIES

Fundraising Coordinator

At least one fundraising coordinator must be designated for a One-to-One Fund. The fundraising coordinator can be a family member or friend who will be responsible for promoting the fund and managing fundraising activities. The Bone Marrow & Cancer Foundation is not responsible for conducting fundraising efforts.

Responsible Family Member

Each patient should identify one family member or friend who will be responsible for issues related to the fund during times that the patient is receiving treatment or otherwise unable to make decisions about the fund. This includes requesting disbursements from the fund and closing the fund. This person can also act as the fundraising coordinator.

The Bone Marrow & Cancer Foundation

The Bone Marrow & Cancer Foundation will process all donations received by mail and online, provide each donor with a thank you letter and tax receipt, maintain a personalized webpage for the patient's fund, make approved disbursements from the fund, and maintain accounting records for the fund. A fee of 5% of incoming donations will be charged by the Foundation to cover the costs of administering the fund, such as credit card processing, accounting services, website management, postage, etc. The remaining 95% will be available for the patient's use. The patient's fund will remain open for as long as needed. In the event that the patient wishes to close their One-To-One Fund, the remaining balance can be distributed to the patient, the Foundation or another patient receiving assistance from The Bone Marrow & Cancer Foundation.

PERSONAL WEBPAGE

A personalized webpage on the Bone Marrow & Cancer Foundation website is not required in order to open a One-to-One Fund. It is suggested as it creates a place to share the patient's story and provides a link for donors to contribute directly to the fund online.

Submission of the photo and story constitutes consent for both to be used on the Foundation's website, social media profiles, and other communications.

DONATIONS

All donations to the One-to-One Funds are tax-deductible and the Bone Marrow & Cancer Foundation will provide each donor (who provides contact information) with a tax receipt. The Foundation cannot provide receipts for any contributions that do not pass through the One-to-One Fund, and donations given directly to the patient are not tax-deductible.

Donations can be made by credit card, check, money order or through the Foundation's website.

USE OF FUNDS

One-to-One Funds may be used to cover costs associated with the treatment related expenses. These may include:

- donor search, testing and related expenses
- medical treatment
- health insurance premiums and co-pays
- medication and medical supplies
- home and day care
- transportation
- accommodations
- psychosocial support
- sperm banking
- cord blood banking
- legal fees
- living and housing expenses (ex. rent, utilities, groceries, etc.)
- caregiver expenses
- One-to-One Funds may not be used for:
 - fundraising costs
 - reimbursement for lost wages
 - repayment of personal loans

For questions about other expenses, contact the Bone Marrow & Cancer Foundation. Requests for disbursement from the fund must be accompanied by a receipt or invoice for the expense in question.

The Bone Marrow & Cancer Foundation reserves the right to deviate from these Guidelines on a case-by-case basis when special circumstances arise.