



## MISSION: POSSIBLE Fundraising Campaign Packet



### Welcome Letter from CCA

Dear Warriors Against Cancer,

Thank you for joining this exciting new fundraising campaign, **MISSION: POSSIBLE!** As we transition from the large-scale Marianas March Against Cancer (MMAC), we are introducing a more **cost-effective and community-driven approach** to fundraising. Your participation in this campaign will directly impact the lives of cancer patients and survivors in the CNMI, ensuring they receive the care, resources, and support they need. Your support also helps to fund the CCA's essential Outreach Programs that promote Cancer Prevention and Early Detection through community education and awareness.

This packet provides all the details you need to successfully fundraise and make a difference. We are grateful for your commitment and look forward to seeing your creativity, passion, and generosity in action.

With appreciation,  
**Commonwealth Cancer Association (CCA) Team**

## Implementation Timeline - 6 months

Phase	Key Activities	Timeline
<b>Planning</b>	Develop materials, recruit team leads, establish tracking systems	<b>March 5th</b>
<b>Launch</b>	Announce campaign, distribute fundraising packets, and announce kickoff event details via social media, radio, newspaper coverage, etc.	<b>May 1st</b>
<b>Active Fundraising</b>	Teams conduct fundraising events, ongoing monitoring & support.	<b>May 1st - October 31st</b>
<b>Final Push &amp; Recognition</b>	Last month to host fundraisers and highlight teams and survivors.	<b>September 29th to October 31st</b>
<b>Evaluation &amp; Reporting</b>	Assess impact, collect feedback, and refine the campaign packet for next year.	<b>November 1st to November 30th</b>

---

### Fund Collection Timeline

1. **Campaign Kickoff (Month 1)**
  - Teams register and receive fundraising materials.
  - Initial donations will be collected in person at the CCA office, with receipts issued for ALL donation submissions.
2. **Monthly Check-In**
  - Teams submit progress updates and funds raised.
3. **Final Fundraising Push (Month 5)**
  - Last month for active fundraising efforts.
  - Weekly reminders and donation tracking updates will be shared.
4. **Deadline for All Donations - November 7, 2025**
  - All teams submit collected funds through designated channels.
  - To be counted towards your team's total fundraising efforts, all funds must be submitted to CCA by November 7th.
5. **Closing Event**
  - Celebrate fundraising achievements and survivors.



# Fundraising Guidelines

## MISSION: POSSIBLE

Empowering Our Community to Fight Cancer

**CCA Fundraising Goal: \$100,000.00**

### 1. Team Registration & Commitment

- Each team must register under one of the designated categories:
  - Individual/Family
  - Non-Profit/Government/School
  - Small Business
  - Large Business
  - Other (Mixed Teams – e.g., nonprofits + schools, businesses + schools, etc.)
- The CCA Team will announce and update the community as new teams register to participate in the **MISSION: POSSIBLE** fundraising campaign.
- A Team Captain must be designated as the primary point of contact (POC) for all communications and reporting.
- Teams commit to raising the minimum required amount based on their category.
  - **Registration Fee** as listed below:
 

■ Individual/Family	<b>\$ 75.00</b>
■ Non-Profit/Government/School	<b>\$125.00</b>
■ Small Business (Annual Revenue <\$500K)	<b>\$250.00</b>
■ Large Business (Annual Revenue >\$500K)	<b>\$350.00</b>
- Teams commit to raising a set amount during the campaign period.
  - Individuals, Families, Non-Profit/Government./Schools: **\$5,000 Goal**
  - Small Businesses (< \$500K Annual Revenue): **\$7,000 Goal**
  - Big Businesses (> \$500K Annual Revenue): **\$10,000 Goal**
- For partnered Teams (Mixed Teams):
  - The registration deposit will be the higher of the **registration fee** category (as listed above).
  - Example: *If a School partners with a Large Business to form a Team, the registration deposit will be: \$350.00 (Large Business).*

### 2. Fundraising Period & Timeline

- Official fundraising campaign runs from **May 1 to October 31, 2025**.
- Final collection of funds is due by **November 7, 2025**.
- Teams are encouraged to set milestone goals to track their progress.



### 3. Creative Fundraising Activities

Teams may raise funds through a variety of creative activities, but not limited to examples below:

- **Direct Donations:** Contributions from individuals, families, businesses, or sponsorships.
- **Fundraising Events:** Car washes, bake sales, auctions, fitness challenges, etc.
- **Social Media Campaigns:** Utilizing online fundraising platforms, and, peer-to-peer giving.
- **Corporate Matching Gifts:** Encourage companies to match employee donations.
- **Merchandise Sales:** Selling awareness items such as shirts, ribbons, or other.

### 4. Collection & Submission of Funds

- **Preferred Method:** Direct cash or check donations made payable to **Commonwealth Cancer Association**.
- **Digital Payments:** Teams can use the approved platform, **PayPal**.
- **Fund Tracking:** Teams must keep a log of donations and submit a fundraising report by the end of the first week of each month.
  - **How to Submit Funds: Please see page #6 for more details.**
    - Donations and funds raised will be collected via In-Person visit to CCA office and receipts will be issued for ALL donation submissions.
    - If funds are to be donated via PayPal, comments shall specify **Team Name** and **Contact Number** in order to track and allocate.
    - How to **track donations and provide proof of submission** (See below for **Tracking & Accountability** under **Reporting Requirements** or refer to page 6).
    - Contact our office at (670) 682-0051/2 for any financial-related questions.

### 5. Reporting Requirements

- Team Captains must submit **MONTHLY updates** on their fundraising progress.
- A **Final Fundraising Report** must be submitted with a breakdown of total funds raised by **November 7, 2025**.
- **Tracking & Accountability**
  - Teams track their donations using a fundraising tracker provided by CCA.
    - Tracking sheets will be created for each registered participating team.
    - Participating team representative will provide the following information:
      - Date of Donation
      - Name of Donor (PIC, MCS Knights)
      - Donation amount
      - Fundraising (Raffle, Car Wash, Bake sales, Auction, etc.)
      - Payment Method
      - Contact Information



- Regular check-ins and campaign updates will be shared via social media and email.
- Monthly face-to-face meetings at the CCA Conference Room, MH1, Suite 104, Puerto Rico. Meeting dates and times to be announced.

## 6. Recognition

- **Fundraising Teams.**
- **Teams that surpass their goals.**
- **Survivors.**

## 7. Compliance & Ethical Fundraising

- Funds must be raised in a transparent and ethical manner.
- No activities should misrepresent the organization or its mission.
- Any raffles or games of chance must comply with **Local Fundraising Laws.**
- The CCA Team will announce and update the community as new teams register to participate in the **MISSION: POSSIBLE** fundraising campaign, as well as, when teams end and exit the fundraising campaign.

## 8. Contact & Support

- **How to Submit Donations: Please see page #6**
- **Contact CCA:** [Fdeleonguerrero.cca@gmail.com](mailto:Fdeleonguerrero.cca@gmail.com) or [Mteigita.cca@gmail.com](mailto:Mteigita.cca@gmail.com) | 670-682-0051/2 or 670-285-8041 | [commonwealthcancerassociation.org](http://commonwealthcancerassociation.org)



## Donation Submission Guidelines for MISSION: POSSIBLE

Thank you for your interest in supporting the **Commonwealth Cancer Association**. Your generosity helps us further our mission to advocate for a cancer-free CNMI through public education and awareness about cancer prevention and screening. Please review the following guidelines to ensure a smooth donation process.

### 1. Accepted Donation Types

We accept the following types of monetary donations:

- Cash
- Check (Payable to the Commonwealth Cancer Association)
- Paypal (Please see below)

### 2. How to Donate

#### In-Person (Cash or Check):

Donations can be dropped off at our office during business hours:

Monday - Friday 8:00 AM - 5:00 PM

Please call ahead at (670) 682-0051/2 to schedule a time.

Payments using checks must be made payable to: **Commonwealth Cancer Association**

Marina Heights Bldg. 1, Suite 104

Puerto Rico, Saipan 96950

#### Paypal:

You may pay via paypal with the email of: [nvillagomez.cca@gmail.com](mailto:nvillagomez.cca@gmail.com)

- Please make payment service as: **Friends and Family**

Please include into comments:

- Team name
- Phone number to contact for more information on payment.

### 3. Donation Receipts

All donations are tax-deductible to the extent allowed by law. No goods or services were provided in return for this contribution.

A receipt will be provided upon processing of your donation.

### 4. Privacy

We are committed to protecting your privacy. Donor information is never shared or sold.





# MISSION: POSSIBLE

## TEAM REGISTRATION

### \$75 INDIVIDUAL / FAMILY

An Individual/Family Team - a single individual or group of individuals who unite to establish a team and are not associated with a Corporation, Nonprofit, Government or School Team. Members of the team do not have to be related to form a family team. Family teams cannot request companies to "sponsor" their registration fee; fee must be paid for by donations from the members of the team.

### \$125 NON-PROFIT / GOVERNMENT / SCHOOL

A Non-Profit/Government/School Team - a team organized by a nonprofit organization, government entity, or educational institution. Members of the team collaborate under the banner of their organization or institution, uniting their resources and efforts in support of the War on Cancer Campaign - **MISSION: POSSIBLE**. Registration fees for the team cannot be "sponsored" but must be paid by their respective organization or funded through donations raised by team members.

### \$250 SMALL BUSINESS (ANNUAL REV. <\$500K)

A Small Business Team - a team formed by employees, owners, or supporters of a small business. This team collaborates under the identity of their business, leveraging their community ties to contribute to the War on Cancer Campaign - **MISSION: POSSIBLE**. Registration fees may be covered by the business or raised through donations from team members or supporters.

### \$350 LARGE BUSINESS (ANNUAL REV. >\$500K)

A Large Business Team - a team formed by employees, leadership, or affiliates of a large business or corporation. The team unites under their company's name and utilizes their wide-reaching resources to support the War on Cancer Campaign - **MISSION: POSSIBLE**. Registration fees may be funded by the company or through donations raised by team members and their network.

**i** *If groups partner and create a Team, the registration deposit will be the greater value registration fee + \$100.00.*

### CCA Board of Directors:

- Jocelyn Deleon Guerrero, *President*
- Nicolette Villagomez, *Vice President*
- Monique B. Sablan, *Secretary*
- Rose Soledad, *Treasurer*
- Roman "Bo" T. Palacios, *Director*
- Annie C. Trusso, *Director*
- Tina M. Aguon, *Director*

### CCA Administrative Staff:

- Lynn Tenorio, *Interim Executive Director*
- Fran'ko Deleon Guerrero, *Community Outreach & Marketing Coordinator*
- Mercilia Teigita, *Client Services & Administrative Coordinator*

### **i** For More Information

**CCA Office:** (670) 682-0051/52

**CCA Cellphone:** (670) 285-8041

**Email:** ltenorio.cca@gmail.com

fdeleonguerrero.cca@gmail.com

mteigita.cca@gmail.com

### CCA OFFICIALS ONLY:

Name of CCA Official: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

Cash     Check     PayPal

Receipt No.: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## TEAM INFORMATION

Team Name	:	<input type="text"/>
Captain's Name	:	<input type="text"/>
Email Address	:	<input type="text"/>
Phone Number	:	<input type="text"/>
Co-Captain's Name	:	<input type="text"/>
Email Address	:	<input type="text"/>
Phone Number	:	<input type="text"/>

# Testimonies



“With CCA, I found healing beyond medicine. Through compassion, understanding, and unwavering support. Giving us a safe space to be stronger TOGETHER!  
-Lorraine Tenorio, Breast Cancer Survivor”

“CCA has been more than just support—they live their mission of healing. From providing my medical needs to lifting me emotionally, they’ve walked with me every step. I fight Cancer with grit, knowing I’m never alone.  
-Claudine Atalig, Oral Cancer Survivor”



“CCA has been like a second family— always showing up when I needed guidance, encouragement, or just a reminder that I’m not alone.  
-Emerina Cabrera, Caregiver of a Cancer Survivor”

“CCA has helped me by being a support system for my father. For example, their check-ins means a lot to my family and I. Thank you, CCA!  
-Tyron Borja, Caregiver of a Cancer Survivor”



# The Commonwealth Cancer Association

The Commonwealth Cancer Association, Inc. (CCA) is a nonprofit, community-based 501(c)(3) organization dedicated to supporting cancer patients and their caregivers across the CNMI. We provide emotional, and client assistance through programs that focus on awareness, prevention, and compassionate care.

Our Client Services Assistance Program helps supply patients with prescribed medical equipment, nutritional supplements, and other essentials. We also lead advocacy efforts through education, social media outreach, collaborations with community partners, and survivor-led storytelling to promote early screening and symptom awareness.

In addition, we host support groups for both survivors and caregivers—offering a space for connection, healing, and hope. CCA continues to be the only community-based organization in the CNMI solely focused on cancer awareness and the fight against cancer. We remain committed to stand with our island community—one survivor, one story, and one life at a time.

## Top 3 Cancers

Based on CCA Client Service Data, Jan. 2016 - Jan. 2025

(Client Service Data is comprised of Cancer Survivors who have registered at CCA)

### Top Cancers in Men



### Top Cancers in Women



Number of clients served at The CCA



Total spent on our Client Assistance Program



Years of continued services



## Frequently Asked Questions (FAQs)

1. **What happened to the annual Marianas March Against Cancer (MMAC)?**
  - The **Marianas March Against Cancer (MMAC)** has been a powerful event, raising essential funds for cancer survivors, increasing awareness, honoring those we've lost, and celebrating the strength of survivors in the CNMI. However, due to the current economic challenges facing our community, the CCA Board of Directors has made the difficult decision to pause MMAC for this year. In its place, we are introducing a new initiative that carries the same mission and purpose – supporting cancer patients, raising awareness and uniting our community in the fight against cancer.
2. **What is “MISSION: POSSIBLE” and what is the concept?**
  - The name of this newly introduced event is called “**Mission: Possible**”. This event will span for 6 months, with each team having the opportunity to host their own mini-events and activities to meet their fundraising goals (outlined further in this document).
3. **Does this mean we will not have an MMAC ever again?**
  - Short Answer: No, MMAC is not going away.  
The MMAC is a significant event that symbolizes the collective fight against cancer in the CNMI, with the support of the community, including residents, corporations, government, healthcare providers, caregivers, and families. Rest assured, MMAC will return – stronger and better in the future!
4. **Is this new event associated with MMAC?**
  - No. The MMAC has always been dedicated to raising cancer awareness in the CNMI, honoring those affected by cancer, and fostering community and corporate involvement to support the Commonwealth Cancer Association (CCA). While MMAC is an independent event organized by its own committee, this new fundraising initiative will be implemented and managed by the CCA.
5. **Who can I contact if I have any questions or concerns regarding this new event?**
  - The Commonwealth Cancer Association (CCA) will be the main organization planning this event. For inquiries, you can contact their staff at (670) 682-0051/52. If you prefer to reach them via email, you can send a message to [Fdeleonguerrero.cca@gmail.com](mailto:Fdeleonguerrero.cca@gmail.com) or [Mteigita.cca@gmail.com](mailto:Mteigita.cca@gmail.com). The CCA’s office is located in Puerto Rico at the Marina Heights Building 1, Suite 104. Their office hours are Monday through Friday, from 8 AM to 5 PM.
6. **Why do we have set fundraising goals?**
  - Setting fundraising goals helps us work toward our overall campaign target of \$100,000, which directly supports the Commonwealth Cancer Association’s



(CCA) mission. These goals provide teams with a benchmark based on their capacity while encouraging collective impact. The **registration deposit fee** is counted as part of the total funds raised by each team ensuring that every contribution moves us closer to our goal.

While these goals give us something to strive for, **every donation—no matter the amount—makes a meaningful difference.** We are deeply grateful for all contributions, as they help us continue providing critical support, education, and resources to those affected by cancer in our community.

#### 7. What does CCA do with the funds raised?

- Once the funds are finalized and generously donated to the Commonwealth Cancer Association, they will be directed toward sustaining the essential services we offer, with a primary focus on our Client Services Program. This program provides critical financial assistance to cancer survivors, ensuring they can access medically prescribed necessities that are vital to their health and well-being. These include nutritional supplements such as Ensure, Glucerna, and Jevity, as well as medical equipment like hospital beds, oxygen tanks, and other necessary tools for daily living. The funds play an instrumental role in helping cancer survivors navigate their recovery with dignity, giving them the resources they need to maintain their health and quality of life. Your support makes a direct and meaningful impact, allowing us to continue to provide these life-changing services and offering hope to those who need it most.

