

**ESA's St. Jude**  
For St. Jude Children's Research Hospital

**YEAR-END DATES**

State Awards are based on monies donated April 1 through March 31 to correspond with the Kansas Philanthropic year-end reports. The IC St Jude Campaign year is from July 1 through June 30 and includes all monies raised during that time. (In years when the IC Convention date falls early in July, the deadline date may be changed to June 1.) Send all monies to your state St. Jude Director. Checks should be made payable to ST. JUDE CHILDREN'S RESEARCH HOSPITAL. Do not make checks out to the State Director. Please send donations to the address below. Include a completed Donation Report Form with all monies sent.

ESA'S ST. JUDE OFFICE  
Drake Office Center  
363 West Drake Road  
Fort Collins, CO 80526

**BOOKED EVENT FORMS**

All events must be booked BEFORE the event is held in order for the chairman to receive a chairman pin. **BOOKED EVENT FORMS** are available from the State Director or the St. Jude Office at ESA Headquarters. You may also download this form from the ESA web site [www.esaintl.com](http://www.esaintl.com).

All events "booked" with the St. Jude office, with the exception of those events that fall within a "high risk" category, are automatically insured for liability under ALSAC's blanket policy. Certificates of insurance are sent only when an outside agency is requesting "proof of insurance". Certificates of insurance cannot be sent simply to the event chairman.

You can contact the Volunteer Service Center (VSC) by calling 1-800-457-2444. Tell the Center your event plans and ask them to CODE your event with "ESA". If the VSC representative seems uncertain about your request, ask to speak to the supervisor. The VSC will give you an EVENT ID Number - make sure you write this number on the "Booked Event Form" in the space provided. The "Booked Event Form" should be sent to your State Director who will forward it to the St. Jude Office in Colorado.

Dollars raised from Bike-a-thons or Math-a-thons should be returned in the envelope provided in the chairman packet that you will receive from the VSC. This envelope contains the EVENT ID number and assures that ESA will receive proper credit for the event. Send a copy of the report form provided by the VSC, or an ESA "Donation Report Form," marked "Sent to VSC" next to the dollar amount, to your State Director. She will again forward this information to the St. Jude Office to alert them of the dollars they can expect to see reported from the VSC.

The following materials are available from the St. Jude office: (1) An action plan to assist you with your planning of an "a-thon" event; (2) a News Kit for promoting your Special Event and (3) an Educational Program on St Jude Children's Research Hospital. For additional information on the Hospital, its current research programs, patient admittance criteria, or for help in planning a variety of special events, contact ESA's St. Jude or your State Director.