Ovarian Cancer Awareness Tea Party
Facilitator Guide

Objectives:

1. Raise funds to support the University of Kentucky Ovarian Cancer Research Screening Program.
2. Increase awareness of ovarian cancer in Kentucky.
3. Increase the number of women screened for ovarian cancer.
4. Record, by county, the increase in the number of women who have been screened for ovarian cancer and use this information at the time of the KEHA annual conference.

Background information

What is a Ovarian Cancer Awareness Tea Party
An OCAT Party is an opportunity for the Kentucky Extension Homemakers Association to raise funds for the University of Kentucky Ovarian Cancer Research Screening Program. The University of Kentucky’s Ovarian Cancer Research Screening Program is the only program of its kind in the United States. Approximately 15,000 women are screened each year, free of charge, at the following locations throughout the state: Lexington, Elizabethtown, Somerset, Prestonsburg, Maysville, and Paducah.

The University of Kentucky Ovarian Cancer Research Screening Program began in 1977, when Virginia McCandless, then state health chairman of KEHA, was diagnosed with ovarian cancer. Her struggle became KEHA’s cause, in partnership with local businesses statewide. KEHA members have a rich tradition of raising money to help support ovarian cancer. To date, the association has raised over $1 million. The OCAT Party provides additional support for the cause.

Facts about the University of Kentucky Ovarian Cancer Research Screening Program
- To date, 25,327 participants have received 120,569 free screenings through the University of Kentucky Ovarian Cancer Screening Program.
- Women from every Kentucky county have been screened.
- The program has identified over 400 ovarian tumors and 61 cases of ovarian cancer, the majority of which were early stage.
- Annual screening has resulted in earlier detection of ovarian cancer and in improved survival for those women whose cancer was detected by this program.
- Survival of patients with ovarian cancer detected through screening is nearly 80 percent, roughly double that of patients who did not have a screening.

Objective 1: To raise funds to support University of Kentucky Ovarian Cancer Research Screening Program through OCAT Parties.
Steps in planning your OCAT Party

1. Form a planning committee to plan your specific program.

2. Assign individuals for the following roles:
   - Food, beverages, utensils
   - Sponsorship
   - Silent auction
   - Music
   - Photography
   - Invitations
   - Decoration
   - Incentives and door prizes
   - Publicity and advertising both before and following the event

3. Determine the location, date, and time for the event.

4. Determine the program.
   a. Will you have a guest speaker? (ovarian cancer survivor, health care professional)
   b. Will you have survivors tell their stories?
   c. Will you have a silent auction or other activities?
   d. Will you have a special guest or artiste?

5. Will organizations, businesses, or groups in your community be willing to support the event? See sample letter to sponsors included in this packet.

OCAT Party tips and ideas

- Have a remembrance table with name tents so individuals can write the name of a loved one, place a picture, or light a votive candle in their memory or honor. Later in the program each name on the remembrance table could be read aloud.

- Decorate the room with bright, freshly cut (if possible) flowers to add warmth and comfort for your guests.

- Ask a local florist to donate the centerpiece (with fresh flowers, if possible) and use this as part of the silent auction or as a door prize.

- Decorate tables with white tablecloths and blue runners. You can also use pastel blue tablecloths and teapots of all sorts.

- If sitting at tables, consider using place cards as a way to personalize the event and to show tea party guests their seating arrangements.

- Play soft, classical music in the background for your guests while they are enjoying their tea and conversations.

- Ideas for door prizes and gifts
  o Have participants wear their favorite hat to the OCAT Party to win a fun prize. Prize categories could include:
    - Original Design Hat (This hat must be homemade)
    - Period Hat – reminiscent of styles throughout history
    - Glamorous Hat – full of charm and sophistication
• International Flair Hat- reflecting a distinct cultural heritage
  o Augment the theme by giving favors of flowering plant seed packets in terra cotta pots. Your guests can plant the seeds and have a long-lasting reminder of the event.
  o Have some elegant votives for each guest to take home afterwards and to enjoy as an added treat. You can provide guests with tea bags or other favors. Bookmarks or note cards with blue or other color designs could be purchased. Local craft stores are a good place to look for these items.

Other ideas for OCAT Party
• Fashion show and tea
• Charity walks that end with tea
• Talent show and tea
• Guest artiste to sing or display artwork

Support
Money collected for the University of Kentucky Ovarian Cancer Research Screening Program should be sent to the KEHA State Treasurer
To find the current State Treasurer please visit the KEHA website at www.keha.org and view the KEHA board directory

The funds were raised through the OCAT Party are for the University of Kentucky Ovarian Cancer Research Screening Program.

Gifts and donations to the UK Ovarian Cancer Research Screening Program qualify as tax-deductible charitable giving to the University of Kentucky as provided by Kentucky Revised Statutes §164.10 - 164.280, as an organization described in §170(b) (1) (A) (ii) of the United States Internal Revenue Code of 1986.

Objective 2: To increase awareness of ovarian cancer in Kentucky.
You can use any of these strategies to increase awareness of ovarian cancer:
  a. Have survivors share their stories of ovarian cancer.
  b. Have a health care professional share information about ovarian cancer.
     i. Distribute and have participants read the fact sheet and other information
     ii. Fact sheet FCS 8-118: Ovarian Cancer - Understanding the Facts
    iii. Other information on ovarian cancer can be obtained from the University of Kentucky Ovarian Cancer Research Screening Program by calling toll free (800)766-8279 or (859)323-4687. Please allow two weeks for delivery of material.

Objective 3: Increase the number of women who have been screened for ovarian cancer by signing up for screening through the Ovarian Cancer Research Screening Program
The “I Support Ovarian Cancer” game
  a. Have ladies sign in
  b. Identify groups of 10 ladies on the list
  c. The first lady on the list finds two friends who have not been screened for ovarian cancer and gets those women to be screened. If this person has not been screened then she uses her name as one of the two women.
  d. When the first person finds two women who have not been screened she “hands off” to the other person on the list to continue.
  e. This continues until all the women on the list have encouraged two women to be screened.
f. The list is then returned to the FCS agent to ensure that everyone who participated has committed to being screened.

**Objective 4:** To record by county the number of individuals who have been screened for ovarian cancer and use this information at the time of the KEHA annual conference. The present Food, Nutrition, and Health Chair will obtain the information from KEHA State Treasurer and recognition will be given to the county that raises the most money through the OCAT Party event and the county that had the highest increase in the number of women screened at the KHEA annual meeting will be recognized.

**Additional information**
For more information about the UK Ovarian Cancer Research Screening Program or to make an appointment, please call toll free (800)766-8279 or (859)323-4687 Monday through Friday 8 a.m. - 4:30 p.m. Eastern Time.

**Evaluation**
There is an evaluation for agents and participants. Have participants complete their evaluation after they have been given information on ovarian cancer. This could be after the guest speaker (if you have included this person on your program) or after the fact sheet and other information on ovarian cancer are distributed and read.

The following could be used as material to take home:
   i. Ovarian cancer word search
   ii. Ovarian cancer word scramble

Agents please total the outcomes in the evaluation and send to:

**Ingrid Adams**
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**218 Funkhouser Building**
**Lexington, Kentucky 40506-0054**

Thank you for working to raise awareness of ovarian cancer and to support the University of Kentucky Ovarian Cancer Research Screening Program.

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