



Every cancer. Every life.®

# Cancer Caregiver Employer Toolkit 2025



Aflac is proud to sponsor the American Cancer Society Employer Wellness Toolkits.

# Table of Contents



**3** | How to Use This Cancer Caregiver Employer Toolkit

**4-9** | Email and Newsletter Messages

**4-5** | Being a Friend to Someone With Cancer

**6-8** | Resources for Cancer Caregivers

**9** | Sharing Personal Stories

**10** | Cancer Caregiver Educational Materials

**11-12** | American Cancer Society Resources for People With Cancer

**13** | Get Involved

We thank Aflac for sponsoring this toolkit and supporting our shared efforts to raise awareness about the critical role cancer screening and early detection have in helping prevent and mitigate the impact of cancer. Learn more at [cancer.org/Aflac](https://cancer.org/Aflac).





## How to Use This Cancer Caregiver Employer Toolkit

Some of your organization's employees may be caregivers for a loved one or colleague facing cancer. The American Cancer Society is pleased to be working with you to provide them with access to programs and services they'll need throughout the cancer journey.

This toolkit presents turnkey messages that provide with helpful information for caregivers. Messages highlight:



Being a friend to  
someone with cancer



Resources for  
cancer caregivers



American Cancer  
Society resources for  
people with cancer

This toolkit is currently available only in English, but the American Cancer Society does offer information about cancer, including prevention, early detection, treatment, and managing side effects in [13 languages](#). Additionally, our 24/7 Cancer Helpline is available to assist in more than 200 languages.

*This toolkit is copyrighted by the American Cancer Society (ACS). Please be sure to cite the ACS as your source of information when offering the enclosed information to your employees. The information in this document is updated and accurate. Changing the text or content of this toolkit could also change the accuracy of its medical content and is not permitted. The permitted use of this toolkit is for non-commercial educational purposes only for your company to inform and educate your employees about cancer screening and prevention. It should not be used for any other purpose, including, without limitation, sharing with outside parties, used for marketing purposes, or used in any way to state or imply that the ACS endorses you or your products or services. If you have an interest in utilizing the information in this toolkit for marketing purposes or sharing this toolkit with others, please contact your ACS staff partner. Thank you again for your commitment to helping save lives in the workplace.*

# Email and Newsletter Messages

## Being a Friend to Someone With Cancer



Tip: Company-wide emails and newsletters are effective ways to share messages with your organization.

The following messages can help your employees who wish to support a colleague or loved one with cancer.

### Message #1

#### Talking With Someone Who Has Cancer

Finding out that someone you know has cancer can be difficult. If you're close to the person, this can be a shocking and stressful time for you, too. If you want to be there to help, keep these tips in mind.

*Listen.*

When talking with someone who has cancer, the most important thing is to **listen**. Try to hear and understand how they feel. Don't try to change the way the person feels or acts. Let them know that you're open to talking whenever they feel like it. You can offer to listen when they're ready.

*Understand they may experience mixed emotions.*

There may be times when the uncertainty and fear make the person with cancer feel angry, [depressed](#), [lonely](#), or withdrawn. This is normal and is a part of the process of grieving what was lost to the cancer (things like health, energy, time). Over time, most people are able to adjust to the new changes in their lives and move forward.

*It's OK to not know what to say.*

You're not alone if you don't know what to say to someone who has cancer. Cancer can create a great deal of uneasiness for people who don't have experience dealing with it. Don't be ashamed of your own fears or discomfort. Be honest with the person about how you feel. You might find that talking about it is easier than you think.

The most important thing you can do is show your interest and concern by your expression of encouragement, and/or you can offer support. Sometimes the simplest expressions of concern or just listening are the most meaningful things you can do.

For more information on how to support those with cancer, visit the American Cancer Society® website at [cancer.org/caregivers](https://cancer.org/caregivers) or call 1-800-227-2345. (Source: American Cancer Society)

# Email and Newsletter Messages (cont'd)

## Being a Friend to Someone With Cancer (cont'd)



Tip: Instead of sharing just one message with employees, consider sending multiple messages as an e-blast or newsletter series.

### Message #2

#### Being There: How to Support Someone Facing Cancer

Research has shown that people with cancer need support. Loved ones and colleagues often want to help, but don't know what to do.

As you learn more about how cancer is affecting your loved one's or colleague's everyday life, keep your eyes open for ways to help. Here are some ideas about where to start.

##### *Notes and calls*

- Send brief notes.
- Make short calls.
- Return their messages as soon as you can.

##### *Visits*

- Make short, regular visits.
- Offer to take a short walk with them.
- Bring them a snack or treat to share.

##### *Conversation*

- Listen without always feeling that you have to respond. Sometimes a caring listener is what the person needs most.
- Support the person's feelings. Let them be negative, withdrawn, or be silent. Resist the urge to change the subject.
- Help them focus on whatever brings out good feelings. You could talk about sports, travel, or pets.

Make sure your loved one or colleague knows that they're important to you. You can make a big difference in their life.

For more information on how to support those with cancer, visit the American Cancer Society® website at [cancer.org/caregivers](https://cancer.org/caregivers) or call 1-800-227-2345. (Source: American Cancer Society)

# Email and Newsletter Messages (cont'd)

## Resources for Cancer Caregivers



Tip: Pair these messages with information that discusses short- or long-term leave benefits.

### Message #1

#### Navigating the Unknown: Tips for Cancer Caregivers

A caregiver is the person who most often helps someone facing cancer but is not paid to do so. Many times, caregivers are the lifeline of people with cancer. Uncertainties are part of a person's cancer journey. No one, not even the best caregiver, can control them.

Some ideas that have helped others feel more hopeful are:

- Learn what you can do to keep the person with cancer as healthy as possible and learn about the services available to you. This can give you a greater sense of control.
- Express feelings of worry or uncertainty with a friend or counselor. Dealing with emotions helps many people feel less worried. People have found that when they express strong feelings, like fear, they're better able to let go of these feelings.
- Use your energy to focus on wellness and staying healthy. Remember to take care of yourself, too.
- Control what you can. Try to stay involved with as many of your regular daily activities as possible.

For more information on how to support those facing cancer, visit the American Cancer Society® website at [cancer.org/caregivers](https://cancer.org/caregivers) or call 1-800-227-2345. (Source: American Cancer Society)

# Email and Newsletter Messages (cont'd)

## Resources for Cancer Caregivers (cont'd)



Tip: Consider sharing these messages during National Family Caregivers Month (November).

### Message #2

#### **Caring for Yourself While Caring for Someone With Cancer**

Caregivers are a vital support for those facing a cancer diagnosis. But being a caregiver is not easy. Caregivers often forget to make their own health a priority.

No one should try to be a caregiver every day, 24 hours a day, for many months or even years. Remember that as a caregiver you must take care of yourself so you can care for others.

Making self-care a priority can help you in your role as a caregiver. Here are some tips that can help you feel better and reduce stress:

#### **Don't try to do it all yourself.**

- Get family and friends to pitch in caring for the patient.
- If you don't have backup support, respite care, which provides short-term breaks for caregivers, may be an option to explore.
- Set limits on what you can do. Talk with the cancer care team about what you're doing and where you need help.

#### **Carve out time to do things to keep your body and mind as healthy as possible.**

- Try to eat a healthy diet.
- Look for things that give you support.
- Get professional help when you think you need it.

#### **Plan things that you enjoy.**

- Keep connections with others. Plan a walk or lunch with a friend.
- Plan activities that give you a sense of accomplishment. Set a fitness goal, finish a house project, or get crafty.
- Find time to relax. Watch your favorite movies or enjoy time outside.

For more information on how to support those facing cancer, visit the American Cancer Society® website at [cancer.org/caregivers](https://cancer.org/caregivers) or call 1-800-227-2345. (Source: American Cancer Society)

# Email and Newsletter Messages (cont'd)

## Resources for Cancer Caregivers (cont'd)



Tip: Include resources for caregivers as part of messaging campaigns that support health and well-being. Use these messages to support those efforts.

### Message #3

#### Help for the Helpers: Essential Resources for Cancer Caregivers

Many people act as caregivers at some point in their lives. The American Cancer Society® knows that caregivers are vital to people facing cancer. The American Cancer Society offers several ways to access support for cancer caregivers:

- The American Cancer Society [Caregiver Resource Guide](#) is a detailed resource for caregivers. It can help you: learn how to care for yourself as a caregiver, better understand what your loved one is going through, develop skills for coping and caring, and take steps to help protect your health and well-being.
- Learn about your loved one's or colleague's cancer type on the American Cancer Society website at [cancer.org/cancer](https://cancer.org/cancer). Easy-to-read guides can help you understand treatments, side effects, and questions you should ask at doctor's appointments.
- The [Cancer Survivors Network<sup>SM</sup> \(CSN\)](#) is safe online community where survivors and caregivers can share their stories, ask questions, and support each other. With a chatroom and over 40 discussion boards, CSN allows survivors to connect with others who have a similar cancer experience.
- The American Cancer Society website also offers tips on [how to communicate as a caregiver](#). The resource offers information on how to talk with the patient, the medical team, friends, family, and even people you barely know who are concerned about the patient.

For more information on how to support those facing cancer, visit the American Cancer Society website at [cancer.org/caregivers](https://cancer.org/caregivers) or call 1-800-227-2345. (Source: American Cancer Society)





## Sharing Personal Stories



Tip: Lead by example! Have executives and managers share their experiences as cancer caregivers.

Many people who have been cancer caregivers have a story to share. You can feature these stories in messaging campaigns.

Collect the following information:

- Name and age
- When were you a cancer caregiver?
- Describe your experience.
- What did you do to care for yourself during this time?
- What would you tell people who are going through something similar?

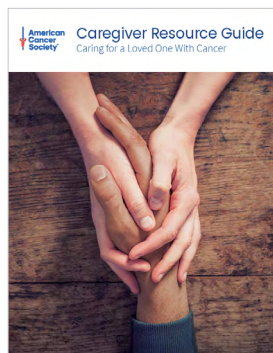
*Story collection should be voluntary and only be done with people who have given their express permission. Story collection is subject to each company's applicable policies related to privacy and health information.*

# Cancer Caregiver Educational Materials

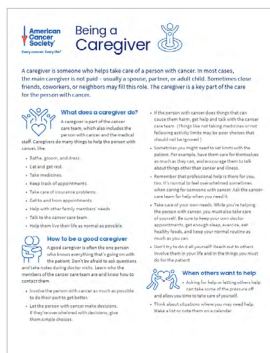


**Tip!** In addition to sharing digital resources with employees, consider having printed copies available in your workplace.

Here are some easy-to-read American Cancer Society resources that are available to your organization.



[Caregiver Resource Guide](#)



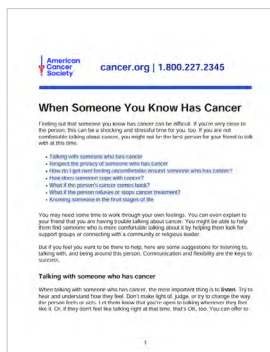
[Being a Caregiver](#)



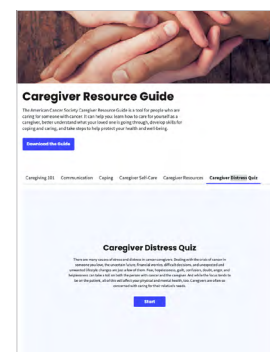
[What a Cancer Caregiver Does](#)



[Help for People Facing Cancer, Survivors, and Caregivers](#)



[When Someone You Know Has Cancer](#)



[Caregiver Distress Quiz](#)

Visit [cancer.org/materials](https://cancer.org/materials) to print, email, or order educational materials.

# American Cancer Society Resources for People With Cancer



Some of your employees may be caregivers for a loved one or colleague with cancer. You can use these messages to familiarize employees with American Cancer Society [programs and services](#). They can help them through their cancer journey.



Tip: Implement a signup event for employees who may want to [volunteer](#) with the American Cancer Society.

## Message #1

### **The American Cancer Society offers cancer support, whenever you need it.**

Has someone you know been affected by cancer? Support is available through the American Cancer Society®. The organization offers resources to help with:

- [Getting rides to treatment](#)
- [Finding a place to stay during treatment](#)
- [Accessing easy-to-read cancer information](#)
- [Giving guidance to help a loved one or colleague manage their cancer experience](#)

When you visit the [American Cancer Society online](#), you have access to free, easy-to-understand [cancer information in 13 languages](#) to help you find the information you need when you need it most. This information is available to help make decisions during diagnosis, treatment, and beyond. Additionally, our 24/7 Cancer Helpline is available to assist in more than 200 languages.

Visit the American Cancer Society website at [cancer.org](#) or call 1-800-227-2345 for more information.  
(Source: American Cancer Society)

# American Cancer Society Resources for People With Cancer (cont'd)



Tip: In addition to sharing these resources, consider creating a “buddy” program that allows employees experiencing cancer to support one another.

## Message #2

### Connect with the American Cancer Society cancer community.

Loved ones or colleagues with cancer don't have to face their cancer experience alone. Did you know that the American Cancer Society® can help? They offer support programs for caregivers and people with cancer and provide the information that may be needed throughout a cancer journey:

- [Cancer Survivors Network<sup>SM</sup> \(CSN\)](#): This is a safe online community where survivors and caregivers can share their stories, ask questions, and support each other. With a chatroom and over 40 discussion boards, CSN allows survivors to connect with others who have a similar cancer experience. Visit [csn.cancer.org](https://csn.cancer.org) to find out more.
- [Road To Recovery<sup>®</sup>](#): This program helps ease people with cancer's burden by giving free rides to cancer-related medical appointments. Trained volunteer drivers are happy to pick them up, take them to their appointment, and drop them off at home. Not having a ride shouldn't stand between people with cancer and treatment. Visit [cancer.org/roadtorecovery](https://cancer.org/roadtorecovery) to learn more.
- [Cancer information](#): Caring, trained American Cancer Society helpline specialists can answer questions to empower people with cancer with accurate, up-to-date information to help you make educated health decisions. They can also connect patients, caregivers, and family members with valuable services and resources. Services are provided 365 days a year via a toll-free helpline (1-800-227-2345) in English, Spanish, and more than 200 other languages through a translation service. Additionally, online live chat sessions are available in English on weekdays. Visit [cancer.org/about-us/online-help/contact-us.html](https://cancer.org/about-us/online-help/contact-us.html) for more information.
- [ACS CARES<sup>™</sup> \(Community Access to Resources, Education, and Support\)](#): This mobile app provides people with cancer and their families curated content, programs, and services to fit their specific cancer journey. Users can access personalized, quality cancer-related information and resources that update as they age, a situation changes, or new information becomes available. Through the app, users can speak directly to American Cancer Society cancer information experts or meet virtually with others who have gone through a similar experience.
- [ACS CancerRisk360<sup>™</sup>](#): To improve cancer prevention and risk reduction, the American Cancer Society developed ACS CancerRisk360<sup>™</sup>. This interactive online tool provides a personalized, comprehensive assessment of cancer risk along with resources to empower and enable individuals to help reduce their risk of cancer through healthy lifestyles, regular cancer screening, and genetic counseling and testing direction.

Visit the American Cancer Society website at [cancer.org](https://cancer.org) or call 1-800-227-2345 for more information.



# Get Involved

The American Cancer Society exists to improve the lives of people with cancer and their families. We invite you and your employees to join us to ensure everyone has a fair and just opportunity to prevent, detect, treat, and survive cancer. You can find all the opportunities near you in [the American Cancer Society Volunteer Community](#).

Name	What they do	What you can do
<a href="#">Road To Recovery®</a>	Provide transportation to treatment and other cancer-related appointments.	<ul style="list-style-type: none"><li>• Become a volunteer driver.</li><li>• Create safety travel kits for volunteer drivers.</li></ul>
<a href="#">Hope Lodge®</a>	Offer free lodging to people facing cancer and their caregiver when treatment is far from home.	<ul style="list-style-type: none"><li>• Help make meals.</li><li>• Provide entertainment.</li><li>• Ensure that guests feel welcome during their stay.</li></ul>
Community events like: <ul style="list-style-type: none"><li>• <a href="#">Relay For Life®</a></li><li>• <a href="#">ResearchHERS: Women Fighting Cancer™</a></li><li>• <a href="#">Men Wear Pink</a></li><li>• <a href="#">Gold Together</a></li><li>• <a href="#">Making Strides Against Breast Cancer®</a></li></ul>	Promote cancer awareness while engaging in the community.	<ul style="list-style-type: none"><li>• Sign up to lead or join a team.</li><li>• Join a planning committee.</li><li>• Volunteer your time to support an event through a one-day community giveback opportunity.</li></ul>
<a href="#">ACS CARES™</a>	Empower patients throughout their cancer journey by providing information and support through an app.	<ul style="list-style-type: none"><li>• Become a virtual community volunteer and exchange messages via the ACS CARES app with people throughout their cancer journey.</li></ul>

- There are also virtual opportunities to give back:
- [Virtual Challenges](#)
  - [Health Equity Ambassadors](#)
  - [Advocate for Policy Change](#)
  - [Employee Engagement with the American Cancer Society](#)