

Champaign County Humane Society

Guidelines and Application for Third-Party Fundraising Events

Thank you for your interest in hosting an event to benefit the Champaign County Humane Society (CCHS). We are a 501(c)(3) nonprofit organization and do not receive any government funding or funds from national animal welfare nonprofits. The animals we shelter depend on the support of caring individuals, like you! No matter how big or small your event, your contribution will make a difference in the lives of animals.

In order to ensure the success of third-party events and to avoid any conflicts with CCHS donors, corporate sponsors, events already planned, or obligations of CCHS staff, we ask that you read these guidelines before submitting your event application.

Getting Started

A Third-Party Event is defined as any fundraising event or activity conducted by a group, organization, business, or individual which benefits the Champaign County Humane Society but requires no funding or fiduciary responsibility on the part of CCHS and little-to-no staff involvement.

Your event application must be received at least 4 weeks prior to your event. Events must be compatible with our mission and promote a positive image of CCHS.

Applications must be approved by CCHS prior to soliciting any businesses, corporations, foundations, or individuals for sponsorship or support of the event. This helps us prevent simultaneous or repetitive solicitations of the same individuals or vendors.

Third-Party Event organizers are solely responsible for obtaining any necessary permits, licenses, or permissions needed for their event. The event must comply with all applicable laws.

CCHS does not guarantee that adoptable animals will be provided for your event. (See separate form, Third-Party Event Request for Animals).

CCHS does not guarantee that staff or volunteers will be able to attend your event.

Publicity

Applications must be approved prior to publicizing the event or distributing print materials that reference CCHS.

It is important that CCHS is properly identified through the correct use and spelling of its business name and logo. CCHS staff will provide you with logo files and instructions upon approval of your application. Logo files may not be modified.

Promotional materials must clearly state what portion or percentage of event revenue will benefit CCHS. Vague disclosures, such as “a portion of proceeds,” are not sufficient. CCHS feels strongly that event donors and attendees are entitled to know how much of their contribution is supporting the charity.

CCHS will publicize approved third-party fundraisers on CCHS social media platforms subject to certain constraints, such as staff time and competing demands for social media publicity.

Third-party fundraisers that anticipate raising more than \$1,000 for CCHS will be placed on the event calendar on the CCHS website.

Handling the Money

When a portion of a ticket price or purchase of goods will NOT be tax deductible, this must be clearly stated on the event materials.

Donors at a Third-Party Event that wish to receive a receipt for tax purposes must make checks payable to Champaign County Humane Society and provide a mailing address. Cash donations collected and delivered to CCHS without donor information will be considered anonymous donations. Third party fundraisers should not deposit cash into a personal account in order to write CCHS a check for the total amount.

All event revenue due CCHS must be received at its Urbana location within 30 days of the event.

Agreement

I have read and agree to follow the Third-Party Fundraiser Guidelines. The information provided on the attached application is correct and accurately describes the event.

Signature: _____ Date: _____

Please print, sign, and send this form, along with your application, to:

Sarah Sheppard, Development Director
sarah@cuhumane.org
217-344-7297

Champaign County Humane Society
1911 E Main St
Urbana, IL 61802



**Champaign County Humane Society
Third Party Event Application**

First Name: _____ Last Name: _____

Company Name (if applicable): _____

Address: _____ City/State/Zip: _____

Phone: _____ Alternate Phone: _____

Website: _____

Email Address: _____

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Name of proposed event or promotion: _____

Type of Event: _____

Date(s) of Event: _____ Event Time: _____

Event Location: _____

Fundraising Goal: _____ Estimated Number of Event Attendees: _____

Additional Event Details (including primary fundraising mechanism): _____

Please list any other charities involved with or benefiting from your event: _____

Please describe your publicity/promotional plans (i.e. Advertising, Posters, Invites, Social Media, etc.):

We intend to raise a minimum of \$1,000. Please post our event on the CCHS web calendar. Initial here: _____

Why did you decide to support the Champaign County Humane Society through your event? _____

Third-Party Event Request for Animals

We receive a great number of requests for shelter animals to be brought to Third-Party Events. In order for us to accommodate such requests, there must be a fundraising component to the event. We require a minimum donation of \$500.

Why do we require this minimum donation?

(1) Our foremost priority is finding homes for our adoptable pets. We have a large shelter that is well-known in the community. Over the years, we have found that bringing animals to events does not result in adoptions. In fact, taking animals out of the shelter during hours that we are open to the public means those animals won't be available to meet people who have come to our facility specifically looking to adopt.

(2) There are expenses associated with bringing pets to public events, such as staff time and transportation.

(3) Because our animal population is constantly turning over, we cannot guarantee that animals well-suited for your event will be in our possession on the date of your event. (For example, not all dogs enjoy being surrounded by lots of people, some are uncomfortable with loud noises, some are afraid of children, etc.)

If you are able and willing to commit to the minimum \$500 donation, you may make a request for animals. If you decide to do so, keep in mind the following:

(1) We can never provide a 100% guarantee that suitable animals will be available for your event.

(2) Animals eligible to appear at events have been temperament tested and are current on vaccines.

(3) We select animals for events based on (1) the availability of animals that are well-suited for the type of event and (2) the availability of volunteers/staff who are specifically trained to safely handle shelter pets at events.

(4) We cannot guarantee puppies, kittens, or any particular breed or type of animal, nor can we guarantee a specific number of animals.

(5) CCHS animal handlers will remove animals from the event if they perceive the animals are experiencing stress of any kind or "need a break" for any reason.

(6) Before agreeing to bring animals to your event, we will consider:

- The location of the event and the type of environment;
- The reason animals are being requested;
- Weather (if the event is outdoors);
- The length of time the animals will be present;

- The crowd size and/or the number of people that will be interacting with the animals; and
- Any other factors that may cause physical or psychological stress to the animals.

(6) Event Organizers will take all responsibility for damage to property caused by animals at the event as well as obtaining any necessary permissions from event participants, parents of minors, or property owners.

I have read and understand the foregoing stipulations and would like to add a Request for Animals to my Third-Party Event Application. I hereby pledge a minimum \$500 donation to the Champaign County Humane Society.

Signature

Date

To make your request, please sign and submit this document along with your Third-Party Event Application to Sarah Sheppard, Development Director, at sarah@cuhumane.org.

