



## Longmont Humane Society Third-Party Fundraising Event Guidelines and Policies

Thank you for your interest in fundraising to support Longmont Humane Society (LHS). We greatly appreciate the initiatives organized to support our animals. The following policies and guidelines govern the third-party fundraising events on behalf of LHS to ensure consistent and accurate representation of the organization. LHS reserves the right to decline participation in any third-party event if it does not align with the LHS mission or is a scheduling conflict. ***LHS does not take adoptable animals to third-party events.***

- Third-party event organizers must submit the Third-Party Fundraising Event Application Form at least 6 weeks prior to the event date to Daniela Morzos at [daniela@longmonthumane.org](mailto:daniela@longmonthumane.org) or mail to 9595 Nelson Rd, Longmont, CO 80501. This form must be approved by the development staff at Longmont Humane Society prior to conducting a third-party event.
- The third-party organization is responsible for all sales, marketing, and promotion of the event when it is anticipated that it will generate a donation less than \$1,000 to LHS. If expected to raise \$1,000 or above, the third-party organization can request marketing and promotion, subject to approval. Presence on the LHS website and LHS social media is decided on a case-by-case basis.
- All LHS approved third-party events will have Facebook event co-host requests accepted, provided the event description exhibits consistent and accurate representation of LHS and adheres to these guidelines.
- The official logo of LHS may not be altered in any way and all print materials with LHS logo must be approved by LHS prior to event.
- LHS will not supply any funding to finance a third-party event and will not be responsible for any debts incurred.
- The amount or percentage of proceeds that will be donated to LHS must be clearly displayed and disclosed to the public prior to, during, and after the event.
- All event proceeds must be received by LHS within 30 days of event date.
- Use of LHS's tax identification number requires LHS's prior approval.
- LHS will not relinquish list of donors and/or supporters for third-party event purposes.
- The third-party event organizer agrees not to hold LHS, its affiliates, officers, employees, agents, representatives, contractors, and licensees responsible for legal claims, losses, damages or expenses that may arise as a result of this fundraiser/event.



### Third Party Fundraising Event Application

Please contact LHS Director of Development, Daniela Morzos, with any questions at [daniela@longmonthumane.org](mailto:daniela@longmonthumane.org) or (303) 772-1232 ext. 288.

Applicant's Name: \_\_\_\_\_ Business: \_\_\_\_\_

Street Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Event Information

Please provide a brief description of the proposed event:

\_\_\_\_\_

Event Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

Please list any potential sponsors or underwriters of the event: \_\_\_\_\_

Please describe how you plan to publicize and promote the event: \_\_\_\_\_

\_\_\_\_\_

#### Budget Information

Projected Donation to LHS: \_\_\_\_\_

*Specific dollar amount and/or percentage of proceeds must be provided.*

Please describe any additional needs for your event: \_\_\_\_\_

Please sign below that you have read and understand the Third-Party Fundraising Event Guidelines and Policies:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please email a completed application to [daniela@longmonthumane.org](mailto:daniela@longmonthumane.org) or mail to: Daniela Morzos, Longmont Humane Society, 9595 Nelson Rd, Longmont, CO 80501. You will receive a signed agreement indicating if your event is approved or denied.

Approved by:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date