



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 animal friends. 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 represents a significant scheduling conflict.

Important note: For several reasons, 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 Emmy Delis at edelis@longmonthumane.org or mail to 9595 Nelson Rod, Longmont CO 80501 attn: Events. This must be approved by the Development staff at Longmont Humane Society prior to the event.
- The third-party organization is responsible for all sales, marketing, and promotion of the event if it is anticipated that the generated donation will be less than \$1000 to LHS. If the event is expected to raise over \$1000, the third-party organization can request marketing and promotion, subject to approval. Presence on LHS website and 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 prior to the 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 tax identification number requires LHS's prior approval.
- LHS will not relinquish any list of donors and/or sponsors 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.



Longmont Humane Society Third-Party Fundraising Event Application

Please contact LHS Events and Outreach Manager, Emmy Delis, with any questions at edelis@longmonthumane.org or (303) 772-1232 ext. 223

Applicant's Name: _____
Business/Organization: _____
Street Address: _____
Business Phone: _____ Cell Phone: _____
Email: _____

Event Information

Event Date/Time: _____ Location/s: _____

Please provide a brief description of the proposed event: _____

Please list potential sponsors, underwriters or other beneficiaries of the event: _____

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

How many volunteers will participate in your event? _____

Budget Information

Projected Donation to LHS: \$ _____ or _____%

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/s: _____ Date: _____

Please email a completed application to edelis@longmonthumane.org or mail to Emmy Delis, Longmont Humane Society, 9595 Nelson Rd, Longmont, CO 80501. You will receive a signed agreement indicating if your event is approved.

Approved by:

Name Title Date