



Third Party Fundraising Guidelines & Event Form

Thank you for your interest in supporting the animals at Greenhill Humane Society! We at Greenhill want your fundraising activity to be successful and we will do the following to assist you:

- Meet with you to discuss your needs and goals for your event
- Provide any requested info, brochures, and/or promotional materials as needed
- Provide a letter of authorization to validate the authenticity of the event & its organizers
- Provide tax receipts to donors who make checks payable to Greenhill Humane Society

We reserve the right to deny any application for fundraising activity that does not complement the mission of, or project a positive image of Greenhill Humane Society.

Guidelines:

- A 3rd Party Event Form must be completed and submitted to the Community Outreach Department **30 DAYS** prior to the proposed fundraising activity. Approval will be granted on a per event/promotion basis.
- Permission must be given by Greenhill Humane Society to use our name/logo in conjunction with your event or promotion. GHS must approve all publicity: (radio/tv spots, flyers, print ads) prior to distribution. Copies of publicity may be submitted to the Community Outreach Dept. via email at community@green-hill.org or mailed to the address above.
- Publicity, promotions, etc may **not** imply that the event is sponsored or co-sponsored by Greenhill Humane Society. The event name must be followed by “In support of,” “to benefit” or “proceeds to” Greenhill Humane Society, and may include our official GHS logo.
- GHS must be notified if another organization will benefit from your event.
- We require that participants/attendees be informed of the **exact** amount their participation benefits GHS. Specific disclosure statements can take the form of these examples:

“All donations collected will be go directly to Greenhill Humane Society”

“50% of each ticket sold will be given to Greenhill Humane Society”

“100% of net proceeds go to Greenhill Humane Society”

“A minimum of _____ is guaranteed to benefit Greenhill Humane Society”

The statement which best describes your event must appear on all advertising/publicity. Applications for fundraising events without specific disclosure statement will not be approved.



Volunteers:

Normally, Greenhill Humane Society cannot provide volunteers to support a 3rd party fundraiser/event. This is an opportunity for your group or business to help our organization and the animals that are in our care. Special circumstances, such as an off-site pet adoption event, usually require our assistance, and volunteers or staff will be provided on an individual event basis. *Please call the Community Outreach Dept. at 541-689-1503 (ex. 115 or 112) for more information.*

Liability:

Greenhill Humane Society, staff, volunteers and all related entities are not liable for any injuries sustained by event participants related to an event benefitting Greenhill Humane Society.

Donation Proceeds:

Donation proceeds should be submitted to Greenhill Humane Society within 30 days from the date of event.



Third Party Event Form

Please complete and return to:
Denise Brittain
denise@green-hill.org
Fax: 541 689 5261

Business: _____

Contact Person Name: _____ Email address: _____

Website: _____ Facebook link: _____

Mailing Address: _____ Twitter link: _____

City: _____ State: _____ Zip: _____

Phone: (business) _____ ext _____ (cell) _____

Has your business/organization worked with Greenhill in the past? yes no

Proposed Event

1. Name of Event: _____

2. Event Address: _____

City: _____ Zip: _____

3. Date: _____ Time: _____ to _____

4. Brief Event Description: *(tell us how your event will benefit Greenhill and homeless animals):* _____



5. Please check all that apply. This event is a: fundraiser animal awareness/education
 adoption event community festival other _____
6. Expected attendance < 100 101-300 301-500 >500
7. Who do you expect to attend? *Please check all that apply* adults children customers/clients
 media other _____
8. How do you plan to promote this event? flyers/banner newspaper ad tv/radio spot
 facebook twitter your webpage newsletter/e-news Other _____
9. Please list all organizations involved with this event:

10. Will this event charge an admission fee? yes no If yes, how much? _____
11. If tickets can be purchased in advance, please provide info on how to purchase

12. Will any complimentary tickets be made available to GHS? yes no How many? ____
13. Brief description of refreshments to be offered:

- complimentary? for purchase? alcohol served?
14. Is this event Indoor Outdoor
15. Please attach separate sheet, including brief description of event venue/space: (est. size, parking availability, restrooms, space made available for GHS staff, volunteers, animals, if requested.)
16. Do you request Greenhill's presence at event? yes no
17. Will you provide a table for Greenhill? yes no Canopy? yes no
- If event is a fundraiser for Greenhill Humane Society, please answer the following questions:*
18. How will funds be raised for Greenhill Humane Society? _____
19. How much do you estimate to be raised for Greenhill Humane Society? _____



If pets are invited to the event, please answer the following questions. Otherwise skip to #25..

20. What animals would you like GHS to bring? dogs cats rabbits/small animals
(availability of animals for events is conditional and subject to approval from kennel/cattery staff)

21. Will there be other animals at this event? yes no

22. Are animals allowed at the event location? yes no not sure *If the event is not at your business or a public space that allows pets (like a dog park), please provide a contact name & number of event location.* **Name:**_____ **Phone:**_____

23. Is there access to fresh drinking water for pet bowls at this location? yes no

24. Safe walking area for leashed animals? yes no
Parking available for GHS van? yes no

25. Please list below anything you wish for Greenhill to provide to contribute to the success of this event. We will try to meet your requests, but because we receive no tax dollars or government monies, our work is made possible only by the generosity of people like yourself. Therefore we try to minimize our expenses and focus on our mission of caring for and finding good homes for pets in need. Please be specific in your requests for what you would like Greenhill to provide:

Thank you for taking the time to complete this application. Please make a copy for your records. Either Denise or Jennifer will contact you within one week from date of submission regarding your application. Changes to proposed event must be made in writing. Thank you for supporting Greenhill Humane Society!

Name:_____

Signature:_____ Date:_____

Community Outreach Dept.
88530 Green Hill Road
Eugene Oregon 97402

541 689 1503
Fax: 541 689 5261
www.green-hill.org



Greenhill Humane Society is a 501c3 private, non-profit animal shelter. We rely on charitable donations and fees for services for 100 % of our operating budget. No government grants, subsidies, or tax dollars are received to run the shelter