

Community Outreach
88530 Green Hill Road
Eugene, OR 97402



541-689-1503x112
Fax: 541-689-5261
www.green-hill.org

Third Party Fundraiser & Event Guidelines

Thank you for your interest in supporting the animals at Greenhill Humane Society & First Avenue Shelter. 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 information, 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 and/or First Avenue Shelter.

Our mission: Greenhill Humane Society, SPCA will provide safe shelter for animals in transition, serve as advocates for animals and their people, work to end animal overpopulation and educate the public about compassion and responsibility towards all animals.

Guidelines:

- A 3rd Party Event Application must be completed and submitted to the Community Outreach Department at least **two weeks** prior to the proposed fundraising activity. (Note: off-site adoption event requests must be submitted at least **30 days** prior to the proposed events.) 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, fundraiser, or promotion. **GHS MUST APPROVAL ALL PUBLICITY** such as radio/tv spots, flyers, & print ads prior to distribution. Copies of the publicity may be submitted to the Outreach Department at community@green-hill.org or mailed to the address above.
- Publicity, promos, etc may not imply that the event is sponsored or co-sponsored by Greenhill Humane Society unless expressly stated by Greenhill. 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 will benefit GHS. Specific disclosure statements can take the form of these examples:
“All donations collected will go directly to Greenhill Humane Society.”
“50% of each ticket sold will benefit Greenhill Humane Society.”
“10% of total purchases from 5p-9p will benefit Greenhill Humane Society.”

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

Volunteers: Greenhill's ability to provide volunteers to support a 3rd party fundraiser/event is limited. 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. Volunteer and staff will be provided on an individual event basis. **If you are not sure if your event will require staff or volunteers, please call the outreach department at 541-689-1503 (ext 112 or 115) and we can guide you.**

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 the event.

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Third Party Event/Fundraiser Application

Please complete and return to:
Community Outreach
Greenhill Humane Society
community@green-hill.org
Fax: 541-689-5261

For Greenhill Use Only:

Approved: Y ___ N ___

Notes:

Funds Raised: _____

Date Funds Received: _____

Business/Organization Name: _____

Contact Person: _____ Email: _____

Phone Number: _____ Facebook: _____

Mailing Address: _____ Website: _____

City: _____ State: _____ Zip: _____

Has your business/organization worked with Greenhill in the past? Yes No

Proposed Event

1. Name of Event: _____

2. Event Location: _____

3. Date: _____ Time: _____ to _____

4. Brief Event Description (*please include how your event will benefit Greenhill and homeless animals*) _____

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5. Please check all that apply. This event is a: fundraiser animal awareness/education
 adoption event community festival other (please explain): _____

6. Expected attendance: _____

7. Who do you expect to attend? Please check all that apply. Adults children your customers/clients media other (please explain: _____)

8. How do you plan to promote the event? Please check all that apply: flyers/banner
 newspaper ad tv/radio spot Facebook your webpage newsletter/e-news
 other (please explain: _____)

9. Please list all organizations involved with this event:

10. Do you request Greenhill's presence at the event? Yes No

11. Do you require animals at this event? Yes No It would be nice but is not required

11a. If YES, what animals would you like GHS to bring? Dogs Cats Rabbits/small animals

(Please note that availability of animals for events is conditional and subject to approval from animal care staff.)

11b. Will there be other animals at this event? Yes No

12. 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 please bear in mind that we are funded by donations and 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.

A Community Outreach Staff Member will contact you within one week from date of submission regarding your application. Thank you for your support of Greenhill Humane Society!

Signature: _____ Date: _____

Name (please print): _____