

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:

Elizabeth Young, Events Coordinator
elizabeth@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? _____
