



Third Party Fundraising Guidelines

Thank you very much for your interest in making the Humane Society of Huron Valley (HSHV) the beneficiary of your fundraising efforts. We are so fortunate that community members choose to use their time, energy and effort to help raise funds to support our mission.

To help make your fundraising event successful and enjoyable, and make best use of our staff resources, please fill out and submit the attached Third Party Fundraising Agreement. Individuals, and organizations or any other entity seeking to enter into a third party fundraising agreement with HSHV hereafter will be referred to as the Third-Party Fundraiser.

Proposals may be submitted by mail, online or dropped off at the shelter. We encourage questions regarding fundraising events; please contact our Special Events Coordinator, Joy Johnsen, at (734) 661-3536.

Guidelines:

- Third party events should be approved by HSHV, prior to the event.
- Any use of the HSHV name, logo, visual representation of HSHV animals or facilities must be approved by HSHV prior to the event.
- HSHV will not be responsible for expenses incurred by a third party fundraiser except if there is a written agreement to the contrary agreed and signed by both parties.
- Materials, including but not limited to press releases, public service announcements, electronic marketing, posters, brochures, flyers and tickets must be approved by HSHV prior to distribution.
- HSHV prohibits telephone solicitation by third parties.
- Approved Third Party fundraising events must be referred to as "benefitting the Humane Society of Huron Valley." They may not be represented as "sponsored by", "conducted on behalf", or any similar terminology.
- HSHV will not be bound by any agreements that have not in writing and agreed upon prior to the fundraising activities.
- Third Party fundraiser agrees to obey all federal, state and local laws and regulations in promoting and conducting their event.



Third Party Fundraising Agreement

Event Name: _____

Description: _____

Date of Event: _____ Time of the Event: _____

Location: _____

Phone: _____ Email: _____

Organization name: _____ Contact person: _____

Expected number of guests?: _____

What percentage of proceeds will be donated to HSHV?: _____

Do you have a preference on how your organization is recognized?: _____

Will the HSHV logo be used, if so in what manner?: _____

Who will handle promoting the fundraising event?: _____

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Do you need promotional material?: _____ Date Needed: _____

Are you expecting a HSHV representative?: _____

Organizer's signature _____ Date: _____

HSHV Rep's signature _____ Date: _____

For any questions, please call Joy Johnsen at (734) 661-3536.

Thank you so much for your help!
We will email or call you within 1 week of receipt of form.

Please return this form by:

Email to: joyj@hshv.org

Fax to: (734) 662-0749

Mail to: HSHV
Attn: Third Party Fundraiser
3100 Cherry Hill Road
Ann Arbor, MI 48105

You may also complete this form online at www.hshv.org