



Third-Party Event Guidelines

Thank you for your interest in raising funds to support the animals and programs of the Whatcom Humane Society (WHS). We value your interest and willingness to coordinate an event which benefits our organization and we have put together these handy guidelines to help you in planning your event.

What is a Third-Party Event? A Third-Party event is any fundraising activity by a non-affiliated group, organization or individual (Sponsor) which aids the Whatcom Humane Society and where WHS has no financial responsibility and minimal or no staff involvement is required.

We strive to support Third-Party fundraising events to the greatest extent possible with the resources we have and we kindly ask that all such events follow WHS guidelines and be approved in advance. Third-Party Event Proposals should be submitted no later than two weeks prior to the scheduled event, although at least thirty days is preferred. Each proposal will be carefully reviewed for feasibility and suitability with our organization's mission, goals and objectives. This is an important safeguard to preserve the integrity of the Whatcom Humane Society and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner.

Guidelines The following guidelines have been developed to protect both the individuals, organizations and corporations hosting events (Sponsor) and the Whatcom Humane Society.

1. Third-Party events must be in line with the WHS mission to advocate for animals, educate the community to promote humane treatment and respect for animals and provide for abandoned, injured, abused or neglected animals.
2. Sponsors are responsible for ALL event coordination, marketing/promotion and sales.
3. All promotional materials must clearly state the percentage of proceeds that will benefit WHS.
4. Any use of the WHS logo or inclusion of the Whatcom Humane Society's name must be approved by WHS at least two weeks in advance of the event.
5. WHS cannot finance any expenses related to a Third-Party Event or assume responsibility for any debts incurred.
6. WHS will not assume any type of liability for a third-party event, including liability for any injuries sustained by third-party event volunteers or participants related to an event benefiting WHS.
7. The Sponsor agrees to request permission from WHS before soliciting any individuals, organizations or businesses in order to avoid duplicated efforts.

8. Sponsors must state the terms of the donation that WHS can expect from the event and must tender the donation within thirty (30) days of the event.

9. A donation solicited on WHS's behalf, whether the donation is an item or cash, is tax deductible only when it is made directly and entirely to WHS.

10. Donors to Third-Party events who wish to be receipted must make checks payable to Whatcom Humane Society (WHS) and provide an address. Cash donations must be received with a list of donors, addresses and specific amounts, otherwise cash will be collected as an anonymous gift. Cash should not be deposited into a personal account in order to write WHS a check for the amount. If the event is a benefit event (i.e. benefit concert) the donor will only be receipted for the donation amount minus the fair market value of the benefit.

11. When a portion of the ticket price or suggested donation from a participant of the Sponsor's event is not tax-deductible, the Sponsor must clearly state this on all materials.

12. Due to limited resources, WHS cannot guarantee that WHS staff or volunteers will attend event.

13. WHS typically does not solicit participation from our supporters for Third-party events and will not approve third-party use of WHS mailing lists.

The Whatcom Humane Society reserves the right to decline participation or cancel participation in an event for any reason. Generally, the following events will NOT be approved:

- Events that do not adhere to the WHS Third-party Event Guidelines.
- Events that require significant attendance from WHS staff or volunteers.
- Events that are controversial in nature or do not represent a positive image for WHS.

After you have reviewed the above guidelines, please complete the Third-Party Event Proposal Form and submit it at least two weeks prior to your proposed event. Once the proposal has been received, WHS staff will notify you of any questions/concerns. The proposal will then be reviewed by a WHS Staff Committee and you will receive written confirmation regarding their decision. Thank you again for your support of the Whatcom Humane Society!

I agree to the terms and conditions of the Third-Party Event Guidelines:

Name (printed)

Signature

Date

Please include a signed copy of this form with the Third-Party Event Proposal Form