



## LHS Third Party Fundraiser & Event Guidelines

Thank you for your interest in hosting an event to benefit the animals of Lake Humane Society. We are a 501(c)3 nonprofit organization and do not receive any government funding. Without supporters like you, we would not be able to do the work we do. In order to ensure your third-party/community event is successful and avoids any conflicts with LHS donors, corporate sponsors, or events already planned, we ask you to follow the following requirements when planning your event:

1. **Please complete and submit a third-party event application at least 30 days prior to your event.** Your event/promotion should be compatible with our mission and promote the appropriate image of Lake Humane Society (LHS).
2. LHS must be consulted before any businesses, corporations, foundations or individuals are approached for support of the event/promotion. LHS needs to be informed and involved to ensure the solicitation is appropriate, coordinated, and to prevent incidents of simultaneous asks of the same vendor.
3. Please do not print any materials, pursue any media publicity or solicit cash/in-kind sponsors until you have received approval for your event from LHS.
4. The fundraising event or appeal organizer/sponsor agrees to obtain all required permits and licenses. Event or promotion must comply with all relevant laws. The fundraising event or appeal must have no conflict with government regulations or licensing. It is the organizer's responsibility to ensure the event or appeal is legal under Ohio law.
5. It is important that the LHS name and logo be used correctly and spelled properly. Neither may be used until approval has been granted to the event organizer and always refer to the organization as Lake Humane Society.
6. LHS is unable to provide mailing lists, pay for any costs associated with the event or ensure attendance at the event.
7. Please advise LHS of any changes in the event/promotion.

### **If Your Application is Approved:**

- We will send you the LHS logo to you exclusively for use in promotion of your event. Other use is prohibited without written consent.
- While we cannot guarantee additional promotion of your event through other publications and media outlets, we will promote through our website.
- We will add your event to our third-party/community event calendar and have a presence at the event if requested. Please note that while we do have volunteers available to represent LHS at your event, we are not always able to assist with other volunteer needs.

### **Animals at Your Event:**

We receive a great deal of requests to have animals onsite at third-party/community events. While we do our best to accommodate as many events as we can, we are limited based on our animal population at the time as well as staff/volunteers. Typically we are able to bring 2-3 adoptable dogs to smaller events; however, they are not available for adoption onsite. If you are requesting to host a "same day adoption event", we require at least 8 weeks notice and can't guarantee that we will be able to accommodate due to limited staff.

I have read and agree to follow the guidelines listed above. Information provided on this form is correct and accurately describes the event/promotion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Contact Information

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Proposed Event

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Brief Event Description (If this is a fundraiser, please explain how funds will be raised for LHS):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please circle all that apply. This event is a: Fundraiser    Community Event    Adoption Event

Other (please explain): \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Fundraising Goal: \_\_\_\_\_

How do you plan to promote the event? Please circle all that apply: Flyers    Newspaper Ad    TV  
Facebook    Webpage    Newsletter/e-news    Other (please explain): \_\_\_\_\_

Will other nonprofit organizations be involved? If so, who? \_\_\_\_\_

Do you request the presence of LHS at the event?    Yes    No

Are you requesting animals at this event?    Yes    No  
If YES, what animals would you like LHS to bring?    Adult Dogs    Kittens

**Other Comments:** \_\_\_\_\_

Please return to: Lake Humane Society  
ATTN: Events Coordinator  
7564 Tyler Boulevard, (Bldg. E)  
Mentor, Ohio 44060