



Thank you for considering the VBSPCA as the beneficiary of the proceeds of your fundraising event. Please fill out the following information and review the guidelines we have put into place for third-party fundraising events. Your signature on the next page tells us that you understand your role and the VBSPCA's role in this partnership. We are grateful for your support of the VBSPCA and our mission.

Name of Group/Organization planning event: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Name and/or type of proposed fundraising event: _____

Proposed Event date/time: _____ Location: _____

Please describe the event and the fundraising components (i.e.: ticket sales, raffle, auction, sponsors, etc.):

Has this event taken place before? Y_____ N_____ If so, When? _____

Total Projected Gross Income: \$_____ Total Projected Expenses: \$_____

What percentage of the gross proceeds/total lump sum will be donated to the VBSPCA? _____

How many people are expected to attend? _____

If possible, would you like a representative from the VBSPCA present at your event? Y_____ N_____ w/ animals? Y_____ N_____

If yes, what time and what role will he/she play? _____

How will the event be publicized? (Attach any samples.) _____

Do you plan to use the VBSPCA Logo? Y N If so, what address should the logo be emailed to? _____



Guidelines:

- The VBSPCA **MUST** approve all promotional materials, including advertising, letters, brochures, flyers, and press releases prior to production or distribution.
- **ALL** promotional materials must clearly state the proceeds of the event will benefit the VBSPCA.
- The VBSPCA should receive a list of the targeted sponsors for the event before they are approached to minimize overlap with other VBSPCA events or fundraising campaigns that may be underway.
- The VBSPCA is **NOT** financially liable for the promotion and/or staging of third party events.
- Due to limited resources, the VBSPCA cannot guarantee VBSPCA staff, volunteers, or animals will attend the event.
- Unless otherwise agreed to prior to the event’s approval, the VBSPCA is not able to secure sponsorship or funding support, provide volunteers, obtain press/media coverage, provide reimbursements for expenses, secure celebrities to attend your event, or offer a mailing list of donors. When time/space allow, the VBSPCA may choose to post your event/fundraiser on social media and/or on the VBSPCA website.
- The VBSPCA is not responsible for the implementation, promotion or success of your event/fundraiser.

The organizer is responsible for all details of the event, including:

- Underwriting all of the related costs
- All event coordination, marketing/promotion and sales
- Recruiting volunteers to help out at the event
- Writing all letters, including sponsor requests and thank you letters to potential donors, sponsors, etc.
- Working the actual event
- Obtaining all necessary permits and liability insurance to cover the event.

Please submit this form, signed and completed, at least 30 days prior to the event. Once the proposal has been received, the VBSPCA staff will notify you of any questions or concerns.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

VBSPCA Staff Signature _____

Date _____

Staff to oversee _____

Approved

Notes _____

Denied

Addendum Created
