



Third Party Fundraiser Proposal Form

Thank you for considering the VBSPCA as the beneficiary of the proceeds of your fundraiser. Please fill out the following information and review the guidelines we have put into place for third-party fundraisers. 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 fundraiser: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Name and/or type of proposed fundraiser: _____

Please describe the fundraiser details:

Has this fundraiser 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 will the fundraiser 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 distribution.
- **ALL** promotional materials must clearly state the percentage of proceeds that will benefit the VBSPCA, if applicable.
- The VBSPCA is **NOT** financially liable for the promotion and/or staging of third party fundraisers.
- The VBSPCA is **NOT** responsible for the implementation, promotion or success of your fundraiser.

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

- All promotional materials
- Underwriting all of the related costs
- All fundraiser coordination, marketing/promotion and sales

Please sign and submit this form, signed and completed, at least 30 days prior to the fundraiser. 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
- Denied
- Addendum Created

Notes _____

