



## Third Party Fundraiser Proposal Form

*\*This form must be submitted at least 30 days prior to proposed event. Submit form to [sarah.parrish@vbspca.com](mailto:sarah.parrish@vbspca.com). Upon receipt, the VBSPCA staff will contact you with any questions.*

### **Contact Information**

Name of group/organization planning fundraiser: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook URL: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

### **Fundraiser Details**

Name and/or type of fundraiser: \_\_\_\_\_

Date and Time of fundraiser: \_\_\_\_\_

Location of Fundraiser: \_\_\_\_\_

Describe the fundraiser:

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

Has this fundraiser be done before? Yes OR No If yes, when? \_\_\_\_\_

What is the donation goal for the fundraiser? \_\_\_\_\_

What percentage of proceeds/total lump sum will be donated to the VBSPCA? \_\_\_\_\_

How will the fundraiser be promoted? Please attach any samples.

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

Do you plan to use the VBSPCA logo? Yes OR No

Will VBSPCA staff be expected to be onsite? Yes OR No

If Yes, will table and/or chairs be provided for VBSPCA staff use? Yes OR No

**Adoption Awareness Details (Animals on-site)**

Do you plan on including an Adoption Awareness piece to your fundraiser? Yes OR No

If yes, please describe how adoptable animals would be incorporated in the fundraiser:

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Will fundraiser attendants be able to bring their animal(s) to the fundraiser? Yes OR No

How many adoptable animals would you like to have at the fundraiser? \_\_\_\_\_

Describe the area in which VBSPCA adoptable animals will be located: \_\_\_\_\_

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**VBSPCA Third Party Fundraiser Policy:**

- ❖ The VBSPCA must approve all promotional materials prior to release or 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 the fundraiser.
- ❖ Third party fundraisers are independently conducted, which means as the organizer you are responsible for all details of the event. This includes all promotional materials, underwriting all of the related costs, and all fundraiser coordination, marketing/promotion, and sales.
- ❖ Fundraising can be either monetary or in kind. If you would like to collect material donations, please visit our website to view a list of supplies used on a regular basis.
- ❖ The VBSPCA will share your facebook event, but we will not co-host the event on facebook.
- ❖ As long as the proposal has been submitted 30 days in advance of the event, the VBSPCA will include your event in our monthly third party website article and facebook post, featuring VBSPCA fundraisers out in the community.

**If you request to have adoptable animals at your fundraiser to increase adoption awareness, please be aware of the following:**

- ❖ We can rarely accommodate requests for cats and small animals, so adoptable dogs are the preferred animals to bring to adoption awareness events.
- ❖ The animals are available to socialize with only, and we cannot facilitate on-site adoptions. All adoptions are completed and approved at the shelter.
- ❖ Animals can only be on-site for a maximum of 3 hours. An animal may be removed from the event at any time at our discretion.
- ❖ Animals are not available after 5pm on Monday-Thursday, or after 3pm on Friday, Saturday, and Sunday. This provides enough time for our animals to get back to the shelter before closing.
- ❖ Please understand that our animals' wellbeing and safety are our main priority. Unforeseen circumstances prevent us from making any guarantees relating to their availability. We cannot guarantee at any time that animals will be available for your fundraiser. If animals are available, we cannot guarantee the number of animals that will be able to attend.

**By signing this form, I agree that I have read and understand the VBSPCA third party fundraiser policy.**

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

**FOR OFFICE USE ONLY**

VBSPCA Staff Signature \_\_\_\_\_ Date Received: \_\_\_\_\_

Staff to oversee: \_\_\_\_\_

- Approved
- Denied
- Addendum Created

Notes: