



VBSPCA Fundraiser Proposal Form

Please submit this form at least 30 days prior to proposed event to jessica.traynor@vbspca.com.

Contact Information

Name of group/organization: _____

Website: _____ Facebook Tag/URL: _____

Contact Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Fundraiser Details

Type(s) of support (please circle): Monetary Supply Drive Adoption Awareness Other

Name: _____

Location: _____ Date and Time: _____

Please describe the fundraiser: _____

Has this fundraiser been done before? Yes. When: _____ No

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 No

Will VBSPCA staff be expected to be onsite? Yes No

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

Do you plan on including VBSPCA adoptable animals at your fundraiser? Yes No

If yes, please complete Adoption Awareness section. If no, continue to Fundraising Policy.

Adoption Awareness Details

How will adoptable animals be incorporated? _____

Will other animals be present or allowed at the fundraiser? Yes No

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

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

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

- Adoptable dogs are the only type of animal available to attend adoption awareness events.
- The animals are available to socialize with only and we cannot facilitate on-site adoptions. All adoption applications 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.

VBSPCA Fundraising 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.
- The VBSPCA is not able to provide pick-up services for in-kind donation drives. Donations need to be dropped off at 3040 Holland Road. Please contact jessica.traynor@vbspca.com if you would like to schedule a drop off time.

By signing this form, I agree that I have read and understand the VBSPCA fundraising policy.

Signature: _____ Date: _____

<u>FOR OFFICE USE ONLY</u>		
VBSPCA Staff Signature: _____	Date Received: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Addendum Created
Notes:		