

Third Party Fundraiser General Guidelines

1. ESPCA encourages fundraising events that are compatible with our mission, vision and values. Prior approval to hold a third party event is required. Approval is based on the type, theme and financial viability of the event. ESPCA reserves the right to withhold the use of its name and logo from any event, initiative, promotion, performance or presentation it feels is inappropriate.
2. Organizers must sign a Third Party Agreement (to be distributed once proposal form is approved), with 14 business days of submission or event, whichever is sooner.
3. Any promotion of the event must avoid statement or appearance of ESPCA endorsing any product, firm, organization, individual, or service.
4. ESPCA must approve all promotional materials, including but not limited to advertising, letters, brochures, flyers, and press releases prior to production or distribution.
5. All promotional materials must clearly state the percentage of proceeds that will benefit ESPCA.
6. ESPCA should receive a list of targeted sponsors for the event before they are approached in order to minimize overlap with other ESPCA events and/or fundraising campaigns that may be underway.
7. Event organizers are responsible for obtaining all permits, especially those for raffles and/or games of chance.
8. Event organizers must obtain their own liability insurance to cover the event.
9. Under no circumstances should third-party event revenue and expenses flow through the ESPCA books or accounts. Only the final net proceeds from the event are to be processed by the ESPCA.
10. ESPCA should receive a complete accounting of all funds collected and expenses related to the event. We reserve the right to review all financial records from the event.
11. ESPCA is not financially liable for the promotion and/or staging of third-party events.
12. Any organization/group wishing to use the ESPCA name or logo on any materials, including advertising, must receive prior approval from ESPCA.
13. Taking commission, for any purpose, on funds raised as part of a third party event is prohibited.
14. When tax receipts are requested, the third party event organizer is responsible for collecting the names, addresses and contact information of all donors, and is required to mail the appropriate materials to ESPCA within 30 days of the conclusion of the event.

Third Party Fundraising Proposal Form

This form serves as an agreement between the fundraiser and the ESPCA. Services for the purpose of setting forth the terms and conditions of our relationship with respect to the fundraising program described below. Please return this form to the ESPCA for event approval.

Name of sponsoring organization(s): _____

Sponsor Address: _____

City: _____ State: _____ Zip: _____

Sponsoring Organization's Phone: _____

Web Address: _____

Primary Contact: _____

Email: _____

Cell Phone: _____

Name of Event: _____

Location of Event: _____

Description of Event: _____

Date/Time/Duration: _____

Please record any other pertinent information below:

I have read and agree to ESPCA Third Party Fundraising Guidelines: _____