

Thank you for your interest in fundraising for Kitsap Humane Society. We could not care for animals in need without the efforts and commitment of compassionate community members like you.

Kitsap Humane Society Involvement

Although Kitsap Humane Society is unable to provide planning services for third-party fundraisers due to our limited staffing and current projects, once your fundraiser is approved, we are happy to provide:

- KHS logos (see logo guidelines below)
- KHS brochures
- Standard language to use in your promotions
- Digital photos of KHS animals
- Donation boxes
- Donations wish list

Due to the volume of requests we receive year-round, our own fundraising efforts and privacy policy, we are **not** able to provide:

- Marketing or promotions of your fundraiser (including content on our social media channels and website)
- Staff or volunteers to help run your fundraiser
- Technical support (selling tickets, setting up a website, etc.)
- Funding or paying for any fees or costs
- KHS merchandise, prizes, or any other physical items
- Access to mailing lists, emails, or other contact information of our donors or adopters

Marketing & Promotions

Third-party fundraisers are responsible for their own promotions. **Kitsap Humane Society must pre-approve all promotional materials before distribution. All materials must clearly indicate that the event is not sponsored by KHS and should specify what portion of proceeds will be donated to KHS.**

It is important that the KHS name and logo be used correctly and spelled properly. **Always refer to the organization as Kitsap Humane Society.** Please adhere to the following logo guidelines:

- The logo must be obtained digitally from KHS, it may not be copied.
- The logo may be reproduced in all black or in all white on black or equally dark background. For all color print jobs the color logo should be used.
- The logo cannot be boxed.

Third-Party Fundraiser Approval

Each third-party fundraiser will be considered individually. Generally, the following events will **not** be approved:

- Events located in close proximity to another KHS event.
- Events that require significant attendance from KHS staff and volunteers.
- Events associated with businesses or individuals known to conduct themselves in a manner not compatible with the KHS mission.
- Events that result in the sale, auction, or raffling of animals.

Additional Terms

- All requests must be submitted a minimum of **two weeks** prior to the date of your event.
- Funds from your third-party fundraiser would need to be delivered to Kitsap Humane Society **within 10 days** of the event's conclusion.

Application

Please fill out the following application as completely as possible and return to the contact information provided below. Applications are reviewed in the order they are received.

Contact Information

Date Submitted:

Organization Name (If Applicable):

Contact Name:

Address:

City/State/Zip Code:

Phone:

Fax:

Email:

Company Website (If Applicable):

General Information

Event Name:

Event/Activity Description:

Estimated number of participants:

Date(s):

Time(s):

Location:

Address:

Is this event within Kitsap County? Yes/No

Is this event open to the public? Yes/No

What are your publicity plans (invitations, social media, posters, etc.)?

Past Events

Have you organized a Kitsap Humane Society third party fundraising event previously? Yes/No

If yes, briefly describe the event:

How much money was raised?

Financial Information

Please indicate how you will generate revenue for the Kitsap Humane Society:

- Ticket Sales/Entry Fee
- Drawing
- Auction
- Donation Drive
- Other

Please indicate what percentage or portion will be donated:

Projected event revenue:

Do you anticipate this to be an annual event? Yes/No

Collateral Requests

Please indicate materials or information requested and the number of items needed, if applicable:

- KHS logos
- KHS brochures
- Standard language to use in your promotions
- Digital photos of KHS animals
- Donation boxes
- Donations wish list
- Other

I individually, or as a representative of the below named business or organization, agree to the above requirements and hereby fully release and agree to hold harmless Kitsap Humane Society (KHS) and its affiliates, employees, and representatives, together with their insurers, of and from any and all liability, claims, damages, expenses or causes of action for any reason. KHS will not assume any legal or financial liability for the above referenced fundraiser. Furthermore, I/we understand and agree that KHS must approve, prior to printing and distribution, any use of its name or logo.

Event Coordinator/Contact

Date

KHS Representative

Date

**Please return your completed form to Jessi Reynolds, Development and Outreach Manager,
at: jreynolds@kitsap-humane.org.**

IRS Tax Number: 91-0728353