

SafeHaven Humane Society

Community Events & 3rd Party Fundraiser Guidelines

Thank you for your interest in hosting an event to benefit the animals at SafeHaven Humane Society. We are a 501 (c)3 nonprofit organization and do not receive any tax dollars or funds from national nonprofit organizations. The animals depend on the support of caring individuals, like you. In order to ensure the success of third-party/community events and to avoid any conflicts with SafeHaven donors, corporate sponsors, or events already planned, we ask you to follow these requirements:

- 1.) Please complete and submit an online event application. Your event/promotion should be compatible with our mission and promote the appropriate image of SafeHaven Humane Society.
- 2.) SafeHaven Humane Society must be consulted before any businesses, corporations, foundations or individuals are approached for support of the event/promotion. SafeHaven Humane Society needs to be informed and involved to ensure the solicitation is appropriate, coordinated, and to prevent incidents of simultaneous asks of the same vendor.
- 3.) Please do not print any materials, pursue any media publicity or solicit cash/in-kind sponsors until you have received approval for your event from SafeHaven Humane Society.
- 4.) The fundraising event or appeal organizer/sponsor agrees to obtain all required permits and licenses. Event or promotion must comply with all relevant laws. The fundraising event or appeal must have no conflict with government regulations or licensing. It is the organizer's responsibility to ensure the event or appeal is legal under Oregon law.
- 5.) It is important that the SafeHaven Humane Society name and logo be used correctly and spelled properly. Neither may be used until approval has been granted to the event organizer and always refer to the organization as SafeHaven Humane Society.
- 6.) SafeHaven Humane Society is unable to provide mailing lists, pay for any costs associated with the event or ensure attendance at the event.
- 7.) Please advise SafeHaven Humane Society of any changes in the event/promotion.

Please keep in mind... Our team will try to accommodate special requests for community events/3rd party fundraisers but we try to minimize our expenses and focus on our mission of caring for pets in need to honor the generosity of donors.

IF YOUR APPLICATION IS APPROVED:

- We will send you the SafeHaven Humane Society logo to you exclusively for use in promotion of your event. Other use is prohibited without written consent.
- While we cannot guarantee additional promotion of your event through other publications and media outlets, we will promote through social media.
- If you would like a webpage set up for your event, you must contact marketing@safehavenhumane.com to set that up. You can use this page to promote your event and collect donations.
- If you need volunteer assistance for your event, you can request that (it is not guaranteed) by contacting volunteer@safehavenhumane.com.
- SafeHaven Humane Society community outreach, events and marketing team members have experience in planning events and are here to help with any questions you may have with your event.

ANIMALS FOR YOUR EVENT:

We receive a great number of these kinds of requests. In order for us to accommodate requests to bring shelter animals to events, there must be a fundraising component to your event. **We require a minimum donation of \$200.**

There are several reasons we must require this minimum donation:

- Our number one priority is finding homes for our adoptable animals. We have a large shelter and have found over time that bringing animals to events does not generally help them find homes faster. In fact, taking them out of the shelter means they won't be available that day for visitors at our shelter.
- There are expenses associated with bringing pets such as paying for staff time and transportation. As a nonprofit, we have a responsibility to be good stewards of the donation dollars we receive.

If you are able to and willing to pay this minimum donation, here are some things to keep in mind when requesting pets at your event:

- The safety of the animals is always our number one priority. We always take into consideration the location/environment of the event, weather if outdoors, length of event, and any other factors that could cause physical or emotional stress.
- Animals are temperament tested and updated on their vaccinations prior to being brought to events.
- We designate the number of animals we take out to events based upon the space available for the animals, availability of pets that would be okay at the event (temperament and health), and the availability of volunteers/staff that are specifically trained to handle shelter pets safely at events.
- We cannot guarantee puppies for your event.

I have read and agree to follow the Community Events & 3rd Party Fundraiser Guidelines. Information provided on this form is correct and accurately describes the event/promotion.

Signature: _____

Date: _____

THANK YOU FOR YOUR SUPPORT OF SAFEHAVEN!

Please print, sign and return to:

SafeHaven Humane Society
32220 Old Hwy 34
Tangent, OR 97389

events@safehavenhumane.com
volunteer@safehavenhumane.com

Fax 541-926-3642 | Phone 541-926-2924

www.safehavenhumane.org

