



PARTNERSHIP/ PROJECT/ EVENT PROPOSAL FORM

Thank you for your interest in the Humane Society of Catawba County!

Today's Date _____

Contact Information

Group/Company/Organization _____

Address _____ City _____ State _____ Zip _____

Website: _____ Primary Contact Person: _____

Day: _____ Cell Phone: _____

E-mail (required) _____ Troup Name and Number: _____

Primary Event Focus – Please Choose One

_____ Fundraiser _____ HSCC Information Table _____ Community Service _____ Other

Event Information

Event Title _____

Indoors or Outdoors _____ Date of Event: _____

Address: _____

Setup Time _____ Start Time _____ End Time _____

Describe partnership/project/event. (Include type of event, what will be happening, desired participation from Humane Society of Catawba County, will other groups or organizations be there and/or be a beneficiary, etc.):

If you are requesting Humane Society of Catawba County be on-site during your event, will you be providing any of the following: Table (include size if known), Chairs, Tent, Power

How do you plan to promote this partnership/project/event to maximize success?

Is this an opportunity to generate contributions for the Humane Society animals? If so, how?

Will you provide staffing and/or volunteers for this partnership/event - If so, how many and in what capacities?

If you are requesting Humane Society of Catawba County staff and/or volunteers be on site, please tell us how many you think you will need and what their activities will be?

Here's What You Need to Know: (for an effective, successful partnership)

Due to the number of requests we receive, please try to schedule any type of partnership with HSCC atleast one month in advance. We will do out best to fulfill your request, but please know that we are not able to fulfill all that we receive.

By signing this form, you confirm that you have obtained parents/ guardians permission.

FUNDRAISER GUIDELINES: HSCC will provide you with a copy of our Third Party Fundraiser Guidelines which must be read and followed to ensure adherence to 501(c)3 regulations.

APPROVAL PROCESS: All proposals will be reviewed by the Humane Society of Catawba County looking at these factors: Will a large number of people become more aware of the Humane Society's message and mission because of this partnership? Is there potential to generate contributions for Humane Society of Catawba County's efforts? How extensive are the promotions planned? How much Humane Society of Catawba County staff time and effort is expected? Once your proposal is received, you'll be notified within ten days. After your proposal is accepted, you may begin coordinating the partnership/event.

PROMOTION: All publicity, printed materials, flyers, PSAs and any other promotional efforts developed for this partnership will need to be approved by the Humane Society of Catawba County prior to any planned promotion. If given enough notice, HSCC can assist with promotion of the event by including it in our monthly e-newsletter's Community Events listing and adding it to the HSCC website's Calendar of Events.

DONATIONS: By naming the Humane Society of Catawba County as the beneficiary of this partnership, it will be necessary to donate **all net revenues** raised on behalf of the HSCC to the Humane Society of Catawba County **within 15 days** of the partnership completion or by a predetermined agreement date.

ANIMALS: Please be aware and understanding of the need to restrict where and when adoptable animals make appearances as their well-being is very important to us. The environment and conditions must be favorable before approval is given for their involvement in a partnership/event. Upon approval, the number and type of animals available for an appearance, as well as the length of appearance will be determined by a HSCC staff member. Inside areas are preferred. Adequate shade and access to water are required.

Signature of Partnership Contact Person: _____

I individually, or as a representative of the above named business or organization, agree to the requirements stated and hereby fully release and agree to hold harmless the Humane Society of Catawba County and its affiliates, their Officers, Directors, Trustees, agents, employees and representatives, successors and entities, together with their insurers, of and from any and all liability, claims, damages, expenses or causes of action for any reason. I also certify I have read and will abide by the *Third Party Fundraiser Guidelines*.

Please complete, sign and return this form to:

Humane Society of Catawba County,
Attn: Marketing & Development
PO Box 63, Hickory NC 28603
Fax: 828-464-4299
Email: julie@catawbahumane.org

FOR HUMANE SOCIETY OF CATAWBA COUNTY USE ONLY:

Approved By:
Staff/Volunteers Requested:
Date: