



### THIRD PARTY EVENT / PARTNERSHIP PROPOSAL FORM

Thank you for your interest and offer of support for the Humane Society of Charlotte!

Today's Date \_\_\_\_\_

#### Contact Information

Group/Company/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Website: \_\_\_\_\_ Primary Contact Person: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail (*required*) \_\_\_\_\_

#### Primary Event Focus – Please Choose One

\_\_\_\_\_ Fundraiser

\_\_\_\_\_ HSC Information Table

#### Event Information

Event Title \_\_\_\_\_

Location \_\_\_\_\_ Indoors or Outdoors \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Setup Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Parking Details (include any fees if known) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are requesting Humane Society of Charlotte 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/event to maximize success?

\_\_\_\_\_  
\_\_\_\_\_

How many people do you anticipate reaching with this partnership/event, and who are your target participants?

\_\_\_\_\_  
\_\_\_\_\_

Is this an opportunity to generate contributions for the Humane Society animals? If so, how? Is there an amount you anticipate raising?

\_\_\_\_\_

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 Charlotte staff and/or volunteers be on site, please tell us how many you think you will need and what their activities will be.

Does your event require a license of any sort? \_\_\_ Yes \_\_\_ No If Yes, list license type: \_\_\_\_\_

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

- **FUNDRAISER GUIDELINES:** HSC will provide you with a copy of our Third Party Event 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 Charlotte 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 Charlotte efforts? How extensive are the promotions planned? How much Humane Society of Charlotte 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 Charlotte prior to any planned promotion. If given enough notice, HSC can assist with promotion of the event by including it in our monthly e-newsletter's Community Events listing and adding it to the HSC website's Calendar of Events.
- **DONATIONS:** By naming the Humane Society of Charlotte as the beneficiary of this partnership, it will be necessary to donate **all net revenues** raised on behalf of the Humane Society of Charlotte to the Humane Society of Charlotte **within 30 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 an HSC 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 Charlotte 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 Event Fundraiser Guidelines*.

Please complete, sign and return this form to:  
Humane Society of Charlotte, Attn: Executive Assistant  
2700 Toomey Avenue, Charlotte, NC 28203  
Fax: 704-332-8010 / Email: [info@humanesocietyofcharlotte.org](mailto:info@humanesocietyofcharlotte.org)

***Thank you for your efforts on behalf of the animals at the Humane Society of Charlotte!***

**FOR HUMANE SOCIETY OF CHARLOTTE USE ONLY:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Staff/Volunteers Requested: \_\_\_\_\_ Date: \_\_\_\_\_