



THIRD PARTY EVENT / PARTNERSHIP PROPOSAL FORM

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

Event requests must be submitted at least 3 weeks prior to the event.

Contact Information

Group/Company/Organization:

Primary Contact Person:

Day Phone

Cell Phone:

E-mail (*required*)

Primary Event Focus – Check all that apply

- Fundraising
- Adoption
- Education
- Just for Fun
- Other (explain)

Event Information

Event Title:

Date:

Start Time:

End Time:

Event Location/Address:

Indoors or Outdoors: Indoors Outdoors

Describe your fundraiser or event and how you plan to promote it:

How would you like HSC to help with your event?

Who is your target audience and how many people do you expect to attend?

What is your fundraising goal?

Here's What You Need to Know:

- **APPROVAL PROCESS:** All third party events/programs must be approved by a Humane Society of Charlotte representative. **Event requests must be submitted at least 3 weeks prior to the event.** A confirmation will be sent following HSC's receipt and evaluation of a **Third Party Event Proposal** form from the sponsoring organization. Approval from HSC must be received before any promotion of the event begins. Any denials will be submitted in writing to the sponsor as well.
- **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 the Humane Society of Charlotte name or logo is to be used on promotional materials (print, Internet or broadcast), sponsor must contact the appropriate HSC staff person for approval.
- **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. If any expenses are to be taken out of the proceeds, the following wording must be included on promo materials and communications for the event: **"A portion of the proceeds from (event name) will benefit the Humane Society of Charlotte."**
- **RESPONSIBILITIES:** The outside organization is responsible for **all** aspects of the event including: logistics, primary sales, staffing, marketing and promotion of the event.
- **FUNDING:** The Humane Society of Charlotte will not supply any funding to finance a third party event and will not be responsible for any debts incurred.
- **TAX DEDUCTIONS & DONATIONS:** Third party fundraising efforts are not permitted to use HSC's North Carolina State Sales Tax-Exempt or Federal Employer Identification numbers when directly purchasing materials or supplies for their fundraisers. Both North Carolina and federal tax laws specify that groups raising funds independently to later provide financial support to HSC are prohibited from claiming exemption from State and any other applicable taxes on such purchases.
- The business/organization/individual will not open any bank accounts using HSC's name or Taxpayer Identification Number (TIN). Any check donations listing HSC as "Payee" will be forwarded to the HSC for deposit.
- If **all** proceeds from the event go to HSC, then the sponsor of the event must consider any expenses incurred in production of the event as a donation. If the sponsor wishes to take expenses out of the proceeds of the event, checks **may not** be made payable to HSC and will not be tax deductible. Only donations made directly to HSC are tax deductible (to the extent permitted by law). Donations made directly to a third party event can thus be used to cover the event's expenses, but they are not tax deductible.
- Events that have a solicitation of funds must include the following copy on promotional materials in at least 9-pt font and either in a box or underlined: **"Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 1-888-830-4989. The license is not an endorsement by the State."**
- **LICENSE & INSURANCE:** HSC cannot be responsible for insurance coverage liability, permitting, or liquor licensing for any third party event.
- **SHARING OF INFORMATION:** The HSC does not release nor solicit volunteer, donor or adopter contact information to outside organizations to or from our database.

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
Email: info@humanesocietyofcharlotte.org

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