

Thank you for your interest in fundraising for Seattle Humane. You are helping us to save lives and informing the community about the important work we do for animals in need.

Seattle Humane Involvement

We rely on partners who can work with us as beneficiaries. Although Seattle Humane is unable to co-present or provide planning for events due to the limited size of our staff and our current work plans, once we have a mutually acceptable partnership, we are happy to provide:

- Logos and usage guidelines for your promotional materials
- Listing as co-host of an event on Facebook
- Boilerplate language to use in your promotions and press releases
- Digital photos of Seattle Humane animals (adopted or available for adoption)
- Donation cans, envelopes, or forms and newsletters for use at your event
- Adoptable cats and dogs based on availability

Due to the volume of requests we receive, our own fundraising events, media schedule, and privacy policy, we are **not** able to provide:

- Promotions for your event, including content on our social media channels or marketing onsite.
- Advertising on our website or links to your website.
- Volunteers or staff to help run your event.
- Funding to start up or pay for any of your fees or costs.
- Waived adoption fees, swag, or other items that incur a cost to Seattle Humane.
- Mailing lists, email addresses, or other contact information of our donors or adopters, as this is protected information under our privacy policy.

Marketing and Promotions of Your Event

Seattle Humane must pre-approve all promotional materials before distribution, including - but not limited to - fliers and press releases. **Materials should not indicate the event is sponsored or presented by Seattle Humane and should specify what portion of event proceeds will be donated to Seattle Humane. “XX% of Proceeds to benefit Seattle Humane” is acceptable language in your communication.**

Third Party Fundraising Approval

Generally, the following events will not be approved:

- Events that require significant attendance from Seattle Humane staff and volunteers.
- Events associated with businesses or individuals when there is a potential conflict of interest with Seattle Humane’s mission, programs and policies.
- Events that result in the sale, auction, or raffling of animals.

Our Tax ID number is: 91-0282060. Seattle Humane is an independent, private, non-profit organization and is not affiliated with HSUS, King County or any other animal welfare organization or animal shelter.



Third Party Fundraising Agreement

Additional Terms

- 1) The business/organization/individual will not open any bank accounts using Seattle Humane’s name or Taxpayer Identification Number (TIN). Any check donations listing Seattle Humane as “Payee” will be forwarded to Seattle Humane for deposit in a Seattle Humane bank account.
- 2) Only donations made directly to Seattle Humane 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 these donations are not tax deductible.
- 3) A check for third party event’s net proceeds (i.e. gross proceeds less all related expenses), would need to be delivered to Seattle Humane 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. Please know we could not do what we do for the animals in our care without the efforts and commitment of compassionate community members like you. We truly appreciate your support and interest!

Contact Information

Date Submitted: _____
Organization Name (If Applicable): _____
Contact Name/Title: _____
Address: _____
City/State/Zip: _____
Phone: _____
E-Mail: _____
Company Website (If Applicable): _____

General Event Information

Event Name (If Applicable) : _____
Event/Activity Description: _____

Location & Address: _____
Date(s): _____ Event Hours: _____
Set-Up/Tear-Down Times: _____
Is the event within King County? Yes / No
Is this event open to the public? Yes / No
Please estimate the number of people you expect: _____

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What parking options will be available for SH staff? _____

Will there be electrical outlets available? Yes / No

If outdoors, is there a weather contingency plan? Yes / No/ Not Applicable

Financial Information

Please indicate how you will generate revenue for Seattle Humane:

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

If generating income through Ticket Sales/Entry Fee, 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 request collateral materials **one business week in advance** of being picked up at Seattle Humane or sent electronically. Please indicate materials or information requested and the number of items needed, if applicable:

- Coin Can(s) _____ (#)
- Donation Envelopes _____ (#)
- Donation Forms _____ (#)
- Seattle Humane Brochures _____ (#)
- Newsletters _____ (#)
- Seattle Humane Logo
- Digital Photos of SH Animals
- Other _____

Appearance Requests

Please make appearance requests **four business weeks in advance**. Due to limited staffing, requests for appearances will be handled on a case-by-case basis and cannot be guaranteed. Please indicate appearance request(s):

- Display Booth with Volunteers
- Presentation Representative
- Representative to Accept Donation
- Other _____
- Adoptable Cats in the MaxMobile
(8-10 cats on average)
- Adoptable Dogs with Volunteers
(2-3 dogs maximum)

Past Events

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

If yes, briefly describe the event.

How much money was raised? _____

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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 Seattle Humane 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.

Contact/Event Coordinator

Date

Seattle Humane Representative

Date

Please return your completed form to Events@SeattleHumane.org

Seattle Humane
13212SE Eastgate Way
Bellevue, WA 98005

events@seattlehumane.org
Phone: (425) 373-5388
Fax: (425) 747-2985

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