

Capital Area
Humane Society
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Dear Friend,

Thank you for your interest in having the Capital Area Humane Society participate in your event. Friends like you make it possible for the Capital Area Humane Society to make a difference in the lives of animals and people in our community. Your support makes our work possible.

The Capital Area Humane Society receives many requests throughout the year from organizations. Due to our limited resources, we must carefully consider our level of involvement with these initiatives. We ask for and appreciate at least 30 days advance notice for any event; however, we may be able to accommodate requests with less notice.

Enclosed you will find an event planning form. When filling out the event planning form, please be specific in providing us with information regarding your event. The Capital Area Humane Society Development Office will review all requests once the enclosed form is returned. We will contact you or your organization with confirmation relative to our participation in your event.

The Capital Area Humane Society, a non-profit animal welfare organization founded in 1883, provides programs and services for animals and people in Central Ohio. It is our mission to fight animal cruelty, help animals in need and advocate for their well-being. More than 95 percent of our funding is provided by donations and fees for services, we are not a government agency and we do not receive operating support from national organizations.

Again, we greatly appreciate your request for our participation in your event and helping us make a difference in the lives of animals and our community. Please do not hesitate to contact me with any questions or concerns regarding the enclosed form at (614) 777-7387 ext. 233.

Regards,

Kindra Purtee
Events & Marketing Manager
Ph. (614) 777-7387, ext. 233
Fx: (614) 777-8449
Email: kpurtee@cahs-pets.org

3015 Scioto-Darby Executive Court
Hilliard, Ohio 43026
(614) 777-7387 🐾 www.cahs-pets.org

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Event and Fundraising Planning Form

Thank you for contacting the Capital Area Humane Society regarding your upcoming event. Your efforts to make a difference in the lives of homeless and abused animals in our community are greatly appreciated. Take a moment to complete this Event Planning Form so that we can better assist you.

Please complete this form and return it to the Humane Society's Development Office (address below) at least 30 days prior to your scheduled event. Many thanks for your efforts on behalf of the Humane Society.

SECTION 1: EVENT INFORMATION

Event type: Community Event Fundraiser Fundraiser/Supply Drive

Is this event specifically for the Capital Area Humane Society? _____

Describe your event in as much detail as possible:

Who is sponsoring/hosting the event? _____

Contact person: _____

Phone number: _____ Alt. Phone number: _____

Email: _____ Website: _____

Date of event: _____ Time of event: From _____ to _____

Do you have a Rain Date? _____. If yes, when? _____

Location (please include complete address and zip code so we may find you!):

Will the event take place inside or outside? _____. If outside, does the location have a covered area (ie. patio, awning, etc.) _____. If no, will you provide a canopy for cover? _____

How many people do you expect to attend? _____

Is this the first year of your event? _____. If no, which year did this event begin? _____

Who is your target audience? _____

How do you plan to promote the event?

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SECTION 2: HUMANE SOCIETY PARTICIPATION

- 1.) Are you requesting that the Humane Society set-up a table with information?
 Yes No If possible, but not required

If yes,

- a.) will you provide table? Yes, Table size: _____
 No

- b.) Topic areas of interest:
 Animal Cruelty Investigations General
 Adoptions Volunteer Program Safe Haven
 Foster Care
 Other: _____

- 2.) Are you requesting that we bring adoptable animals to the event?*
- Yes No If possible, but not required

What type of animals are you requesting for your event? (indicate number requested)
 Dogs _____ Cats _____ Rabbits _____ Other: _____

* Please note, in order for us to bring an adoptable animal to your event we must secure support from a volunteer to assist with transport and handling. We also need to ensure their comfort especially during hot weather; our animals will need adequate shade, and a non-concrete surface for their sensitive paw; if the temperature is expected to be above 80 degrees, we may not be able to honor this request. For the comfort and safety of our animals, we are unable to bring them to "expo" events. Generally, animals will attend an event during a 2 – 3 hour time block.

SECTION 3: FUNDRAISING (If you checked Fundraiser, please complete this section)

1. How will you be raising money or collecting supplies at the event?

2. Please describe your plan for handling fees and donations of any kind.

3. Please attach a copy of your budget. (include revenue, expenses, and planned proceeds.)
 N/A ~ This is a supply drive only, therefore a budget is not required.

4. How much do you expect to be donated to the Capital Area Humane Society? \$ _____
 N/A ~ This is a supply drive only, no monetary donations are expected.

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SECTION 4: ADDITIONAL INFORMATION

Please list any other organizations, if any, which will be benefiting from the event.

Is there anything else we need to know about your event?

Agreement of Responsibility

I/we understand that the Capital Area Humane Society accepts no liability of any kind for any activity or action resulting from the efforts of you or your organization on behalf of the Capital Area Humane Society. I/we agree to allow the Capital Area Humane Society to approve all written copy, printed material and promotional items using the Capital Area Humane Society name or logo, prior to distribution. I/we agree to indemnify and hold the Capital Area Humane Society harmless for any claims for damages or injuries therefrom.

Signature

Date

Printed Name

Title

Please return event planning form to:

Community Events
Attention: Kindra Purtee
Capital Area Humane Society
3015 Scioto-Darby Executive Court
Columbus, Ohio 43026
Email: events@cahs-pets.org
Fx. 614-777-8449

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Fundraiser Basic Guidelines

Solicitation:

The Capital Area Humane Society relies on the generosity of local businesses throughout the year to provide vital support for our work. If your event plan includes soliciting local businesses for either cash or in-kind support, please include a copy of your prospect list with your Fundraising Planning Form. Your prospect list will be reviewed by the Development Office to ensure your solicitations do not conflict with existing relationships or development plans.

Insurance and Liability:

We cannot provide liability insurance or coverage for your event. The Capital Area Humane Society accepts no liability of any kind for any activity or action resulting from the efforts of you or your organization on behalf of the Humane Society.

Event Promotion:

The Capital Area Humane Society will not release any mailing lists to external organizations. When possible, fundraisers will be promoted on the Capital Area Humane Society website under the "Calendar of Events" section of our website (www.caahs-pets.org). Determination of inclusion is based on overall event calendar, space and the size and scope of the event.

Organization name:

When referencing the Capital Area Humane Society in promotional materials the preferred reference is Capital Area Humane Society. Please do not abbreviate or use CAHS.

Logo:

Permission must be received from the Development Office to use the Capital Area Humane Society logo. Please send draft materials for approval to events@caahs-pets.org

Verification:

For our records, please provide copies of all publicity materials in advance to:

Marketing and Events
Capital Area Humane Society
3015 Scioto-Darby Executive Court
Columbus, Ohio 43026
events@caahs-pets.org

Circumstances in which the Capital Area Humane Society will not endorse an event:

- If the project does not support the mission of the Capital Area Humane Society
- If there is no system to ensure accountability for the funds raised
- If the proposal would potentially conflict with existing philanthropic relationships
- If the project would conflict with a marketing or public relations campaign
- If the proposal does not include a budget
- If the proposal is considered unethical or inappropriate

Questions: Please contact the Events & Marketing Manager at (614) 777-7387, ext. 233 or events@caahs-pets.org

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DONATION FORM

Once you have concluded your fundraiser, please return this form with your donation.

Name _____

Event _____

Date _____ Location _____

Number of Participants _____ Total Donation _____

Please return form to:

Marketing and Events
Attention: Kindra Purtee
Capital Area Humane Society
3015 Scioto Darby Executive Court
Columbus, Ohio 43026

Thank you for your support!