



Third Party Event Guidelines

*Thank you for considering Roice-Hurst Humane Society as a beneficiary of your fundraising activities!
Please review the following guidelines and policies prior to submitting your event application.*

Application

- Your event coordinator should contact Roice-Hurst Humane Society in a timely manner (preferably four to six weeks prior to the event date) to seek guidance and request resources. An Event Application must be completed and approved prior to conducting an event for Roice-Hurst Humane Society.
- Roice-Hurst Humane Society reserves the right to decline association with any event or organization for any reason, including its belief that such an association may have a negative effect on the credibility and/or reputation of Roice-Hurst Humane Society.

Agreement

- Upon approval, you will receive a signed copy of the application agreement for your records.

Promotion

- Approved events must be promoted and conducted in a manner that avoids the appearance of Roice-Hurst Humane Society endorsing any product, firm, organization or service.
- The official logo of Roice-Hurst Humane Society should be appropriately used in conjunction with such an event and may not be altered in any way. Any use of the Roice-Hurst Humane Society logo must adhere to established graphic standards. Please see Guidelines for using the Roice-Hurst Humane Society name and logo for complete rules.
- Due to commitments we have to our donors, Roice-Hurst Humane Society does not provide its database for promotion of an event. For events that anticipate raising at least \$1,000, we will place an ad on the fundraising events page of the Roice-Hurst Humane Society website.
- The amount of the donation made to Roice-Hurst Humane Society must be provided (a percentage of or all net revenue); a vague disclosure indicating Roice-Hurst Humane Society will receive "proceeds," "profits" or "net proceeds" is insufficient. Your participants should know your intentions.
- All sponsor solicitations for the event must be approved by and coordinated with Roice-Hurst Humane Society prior to approaching any individual, corporation or foundation for this purpose.

Requests

- Please remember that our staff is happy to provide advice and guidance, we do not have the personnel to handle the organizational and administrative aspects of a fundraising event.
- Requests for adoptable pets to appear at a fundraising event will be reviewed by Roice-Hurst Humane Society on a case-by-case basis.

Proceeds

- You must notify Roice-Hurst Humane Society if another organization will also benefit from this event or promotion.
- Roice-Hurst Humane Society cannot make any investment, pay for or reimburse any expenses incurred as a result of a fundraising event. This means that the event must pay all expenses prior to remitting the net revenue to Roice-Hurst Humane Society.
- Roice-Hurst Humane Society is not responsible for any financial loss and may withdraw support of any event should activities be discovered that undermine the Roice-Hurst Humane Society mission or reputation.
- Roice-Hurst Humane Society asks that you send the revenue from your fundraising event to our mailing address (PO Box 4040, Grand Junction, CO 81502) within 30 days of the event.