



LHS Third Party Fundraiser & Event Guidelines

Thank you for your interest in hosting an event to benefit the animals of Lake Humane Society. We are a 501(c)3 nonprofit organization and do not receive any government funding. Without supporters like you, we would not be able to do the work we do. In order to ensure your third-party/community event is successful and avoids any conflicts with LHS donors, corporate sponsors, or events already planned, we ask you to follow the following requirements when planning your event:

1. **Please complete and submit a third-party event application at least 30 days prior to your event.** Your event/promotion should be compatible with our mission and promote the appropriate image of Lake Humane Society (LHS).
2. LHS must be consulted before any businesses, corporations, foundations or individuals are approached for support of the event/promotion. LHS needs to be informed and involved to ensure the solicitation is appropriate, coordinated, and to prevent incidents of simultaneous asks of the same vendor.
3. Please do not print any materials, pursue any media publicity or solicit cash/in-kind sponsors until you have received approval for your event from LHS.
4. The fundraising event or appeal organizer/sponsor agrees to obtain all required permits and licenses. Event or promotion must comply with all relevant laws. The fundraising event or appeal must have no conflict with government regulations or licensing. It is the organizer's responsibility to ensure the event or appeal is legal under Ohio law.
5. It is important that the LHS name and logo be used correctly and spelled properly. Neither may be used until approval has been granted to the event organizer and always refer to the organization as Lake Humane Society.
6. LHS is unable to provide mailing lists, pay for any costs associated with the event or ensure attendance at the event.
7. Please advise LHS of any changes in the event/promotion.

If Your Application is Approved:

- We will send you the LHS logo to you exclusively for use in promotion of your event. Other use is prohibited without written consent.
- While we cannot guarantee additional promotion of your event through other publications and media outlets, we will promote through our website.
- We will add your event to our third-party/community event calendar and have a presence at the event if requested. Please note that while we do have volunteers available to represent LHS at your event, we are not always able to assist with other volunteer needs.

Animals at Your Event:

We receive a great deal of requests to have animals onsite at third-party/community events. While we do our best to accommodate as many events as we can, we are limited based on our animal population at the time as well as staff/volunteers. Typically we are able to bring 2-3 adoptable dogs to smaller events; however, they are not available for adoption onsite. If you are requesting to host a "same day adoption event", we require at least 8 weeks notice and can't guarantee that we will be able to accommodate due to limited staff.

I have read and agree to follow the guidelines listed above. Information provided on this form is correct and accurately describes the event/promotion.

Signature: _____ Date: _____



Partnership Application

Contact Information

Company Name: _____ Date: _____

Address: _____ City, State, Zip: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

Proposed Event

Name of Event: _____

Event Location: _____

Date: _____ Start Time: _____ End Time: _____

Description of Event:

This Event is a: (select all that apply)

Fundraiser Community Event Adoption Event Donation Drive

Other (please explain): _____

How will you promote the event:

Flyers Newspaper Ad TV
 Social Media Webpage E-News

Other (please explain): _____

Expected Attendance: _____

Fundraising Goal: _____

Will other non-profits organizations be involved? If so, who? _____

Do you request the presence of LHS at the event? YES NO

Are you requesting animals at this event? YES NO

If YES, what animals would you like LHS to bring? DOGS KITTENS

Additional Information: _____

Please return this form to:

LHS Event Coordinator at
events@lakehumane.org

OR

Lake Humane Society, ATTN: Event Coordinator
7564 Tyler Blvd Bldg. E, Mentor, OH 44060