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OHS Community Events Guidelines

Thank you for your interest in hosting an event to benefit the animals at the Oregon Humane Society (OHS). OHS is a 501(c)3 nonprofit organization that does not receive any tax dollars or funds from national nonprofit organizations. The animals depend on the support of caring individuals, like you. In order to enhance the success of third-party/community events and to avoid any conflicts with Oregon Humane Society donors, corporate sponsors, or events already planned, the following guidelines should be observed:

- Please complete and submit the event application. Events must be pre-approved by OHS and be re-approved every year thereafter if an event is repeated in the succeeding year.
- Please do not print any materials, pursue any media publicity or solicit cash or in-kind sponsors until you have received written approval for your event from the Oregon Humane Society.

What to expect from OHS:

- The OHS community outreach team will try to accommodate special requests for community events, but we try to minimize our expenses and focus on our mission of caring for pets in need to honor the generosity of donors.
- If an application is approved, we will then be able to release the OHS logo to you exclusively for use in promotion of the event identified in the application. Other use is prohibited without written consent.
- OHS will list your event (if open to the public) on our community events calendar online <http://www.oregonhumane.org/get-involved/events/>. We will also include your event in a monthly media release to local media. If you create flyers, we can hand them out at other community events, but cannot distribute from our shelter lobby.
- OHS cannot guarantee additional promotion of your event through other publications and media outlets. If possible, given other shelter needs at the time, we will try to promote through social media. The best way to do this is for us to share or like a post of yours.
- OHS will provide you with a webpage for your event. You can use this page to promote your event and collect donations. (Instructions will be provided upon event application approval.)
- OHS cannot share mailing lists, email addresses or other contact information of our donors or adopters, as this is protected information under our privacy policy.
- OHS is able to provide thank you letters to all donors if we are provided with mailing addresses. To make donation tracking easy, upon approval of your event, OHS will email you an Event Donation Form.

- OHS can request volunteer assistance for your event, but volunteer participation is not guaranteed. The OHS community outreach team can assist with developing suitable volunteer roles and shifts.
- In order for us to accommodate requests to bring shelter animals to events there must be a fundraising component or a significant expected attendance where OHS volunteers could solicit donations for the animals. We have a large shelter and have found that bringing animals to events does not help them find homes faster, however there are expenses associated with bringing pets.
- Bringing pets to a fundraising event can help attract donors, as well as enhance the event experience for guests. Once we review your application, we will promptly let you know if this is something we are able to do. Things to keep in mind when requesting pets at your event:
 - The safety of the animals is always our number one priority. We always take into consideration the location/environment of the event, weather if outdoors, length of event, and any other factors that could cause physical or emotional stress.
 - Animals are temperament tested and updated on their vaccinations prior to being brought to events.
 - We designate the number of animals we take out to events based upon the space available for the animals, availability of pets that would be okay at the event (temperament and health), and the availability of volunteers/staff that are specifically trained to handle shelter pets safely at events (OHS policy dictates that we have one volunteer/staff per animal at any event).
- OHS community outreach team members have experience in planning events and are here to help with any questions you may have with your event.

What you should plan to provide for your event:

- It is important for Oregon Humane Society to make you/your organization aware that the organizer(s) of the event is responsible for all costs associated with it. As a nonprofit organization, Oregon Humane Society receives no tax dollars, and is unable to provide financial assistance for any third-party event.
- All checks should be made payable to the Oregon Humane Society and remitted to OHS within 30 days of the event.
- Organizer will be responsible for obtaining any necessary licensing, permits, insurance or other prerequisites as required by the state or local government.
- Promotion and marketing will be the responsibility of the organizer. Graphic design, initiations/flyers, posters, media contracts, etc. are your responsibility.
- All written or printed materials containing “Oregon Humane Society” or the Oregon Humane Society logo must be submitted to the Oregon Humane Society events team for approval before public use.
- You will to assume all risks and liabilities associated with the event and hold harmless Oregon Humane Society.

If you have any questions, please feel free to contact our community outreach team at events@oregonhumane.org or (503) 285-7722 ext. 412.