

1067 N.E. Columbia Boulevard  
Portland, Oregon 97211



Phone: 503.285.7722  
Fax: 503.285.0838  
www.oregonhumane.org

## Host an Event to Benefit the Animals at OHS

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 below. 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.
- If you would like to support the animals by hosting a donation drive for animal supplies or through a promotional fundraiser (for example, you donate 10% of sales of one item to the shelter either for a limited time or extended time), we ask that you fill out an OHS Promotion Application.

### 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, see the Event Donation form included in this packet.
- 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. (Also see page six of this packet for our “Hosting an Event for the Oregon Humane Society Fundraising Tips” handout for additional ideas.)

**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.

**I have read and agree to the guidelines above for my event.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## OHS Event Application

To make this process as smooth as possible, please complete the event application and submit it to OHS at least 30 days prior to your event. Incomplete applications will not be approved. An OHS staff member will be in contact with you once your application has been reviewed.

Please complete and email to [daniellew@oregonhumane.org](mailto:daniellew@oregonhumane.org) or fax to 503-802-6826.

Business: \_\_\_\_\_

Website: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name & Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Has your company worked with OHS in the past? If yes, please describe. \_\_\_\_\_

### PROPOSED EVENT

1. Name of proposed event: \_\_\_\_\_

2. Event location: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

- The date(s) of my event is set (same as date listed above)
- The date(s) of my event is flexible. Preferred date/time listed above.

4. Event Description: (This is your event, so using the exact wording you would like relayed to the public in this section is beneficial to promote precisely what it entails. Visit <http://www.oregonhumane.org/get-involved/events/> for examples of other event descriptions for our online calendar.)

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5. How many people do you expect to attend? \_\_\_\_\_
6. Who do you expect to attend (adults/children, co-workers, clients)? \_\_\_\_\_

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7. How do you plan to promote the event? (If you plan to use social media, please also include account names and any hashtags you will use. We also recommend you tag OHS in all posts so we can try to share the post.)

- Facebook (account name): \_\_\_\_\_  Group Email (sent to): \_\_\_\_\_
- Instagram (account name): \_\_\_\_\_  Flyers/Posters (sent to): \_\_\_\_\_
- Twitter (account name): \_\_\_\_\_  Website (URL): \_\_\_\_\_
- Other: \_\_\_\_\_

8. Please list all organizations involved with this event: \_\_\_\_\_

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9. Is this event indoors or outdoors? \_\_\_\_\_

10. Will there be food and/or beverages offered for guests? If yes, what? \_\_\_\_\_

11. Would you like for OHS to attend your event? If yes, please select from of the following:

- Display booth/table with volunteers  
Size of the space available for OHS: \_\_\_\_\_  
Will table/chairs be provided? \_\_\_\_\_
- Representative to accept donations
- Representative to speak briefly  
 Representative to present on specific topic  
 Pet Ambassador with volunteer  
 Other: \_\_\_\_\_

12. Will the event have an admission fee? \_\_\_\_\_ If so, what is the fee? \_\_\_\_\_

13. If tickets can be purchased in advance, please provide instructions on how to purchase:

\_\_\_\_\_

14. Please indicate how you will generate revenue for the Oregon Humane Society: \_\_\_\_\_

\_\_\_\_\_

15. If generating donations through ticket sales/entry fee, please indicate what percentage or portion will be donated to OHS? \_\_\_\_\_

16. Is there a guaranteed minimum that will be donated to OHS? \_\_\_\_\_

17. What is your estimate of the final monetary donation to OHS? \_\_\_\_\_

18. When will the donation be made to OHS? \_\_\_\_\_

\* We request donations to be submitted within 30 days of the event.

19. We require that participants/attendees be informed of the exact amount their participation benefits OHS. Specific disclosure statements can take the form of these examples:

- “All donations collected will be remitted to the Oregon Humane Society”
- “50% of each ticket sold will be given to the Oregon Humane Society”
- “100% of the net proceeds go to the Oregon Humane Society”
- Not acceptable: “A portion of proceeds goes to the Oregon Humane Society” This statement is not a specific statement of the donation and could cause confusion for participants.

*This statement must appear on all advertising for the event. Applications for fundraising events without specific disclosure statement will not be approved.*

What is your statement? \_\_\_\_\_

20. Do you wish for OHS to bring pets available for adoption to the event? \_\_\_\_\_

If pets are requested at the event, please answer the following questions. *Otherwise* skip to question 26.

21. What animals would you like OHS to bring? (You may check more than one.)

\_\_\_\_\_Dogs          \_\_\_\_\_Puppies          \_\_\_\_\_Rabbits          \_\_\_\_\_Cats          \_\_\_\_\_Kittens

22. Will there be other animals at the event? \_\_\_\_\_

If yes, from where (event participants’ pets, other shelters)? \_\_\_\_\_

Number of animals expected at the event? \_\_\_\_\_

23. Are animals allowed at the event location? \_\_\_\_\_

Name of contact at location to confirm: \_\_\_\_\_ Phone: \_\_\_\_\_

24. Is there access to water to fill pet bowls at this location? \_\_\_\_\_

25. We bring the animals in a large van and request close parking for the safety of the pets. Is there parking close to the event location available for the OHS van? Please explain.

\_\_\_\_\_

26. Is there anything you wish for OHS to provide to contribute to the success of the event? OHS will try to meet your requests, but because OHS receives no tax dollars, our work is made possible only by the generosity of people like yourself. Therefore we try to minimize our expenses and focus on our mission of caring for and finding good homes for pets in need. Please be specific in your requests for what you would like OHS to provide.

- |  |   |
|--|---|
| <input type="checkbox"/> OHS logo  | <input type="checkbox"/> OHS donation bin for supplies                  |
| <input type="checkbox"/> OHS brochures/magazines                               | <input type="checkbox"/> OHS 10 ft x 1.5 ft horizontal banner           |
| <input type="checkbox"/> OHS donation canister for money                       | <input type="checkbox"/> OHS 3 ft. x 6 ft. vertical freestanding banner |
| <input type="checkbox"/> Volunteer assistance at the event to help with: _____ |   |
| <input type="checkbox"/> Other: _____  |   |

The submission of this application does not guarantee OHS participation in the proposed event. An OHS representative will contact you within one week regarding your application. Changes to proposed event must be made in writing. Thank you for supporting the Oregon Humane Society.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Tips for Hosting an Event for the Oregon Humane Society

Thank you for your interest in hosting an event to help the pets at the Oregon Humane Society! OHS receives no tax dollars and relies on donations. Fundraising by people like you help to support the pets in our care.

Below are some ideas that may help you as you plan and host an event. Pair ideas together or come up with your own to create a fun, interactive and successful event.



## Fundraising Ideas

- Donate a portion of sales for the day
- Create high-value raffle baskets
- Invent a specialty drink and donate the proceeds
- Plan a special party and invite customers and their dogs – include vendors, music, free goodies, and sell admission tickets
- 50/50 raffle, costume contest, or yard games
- Face painting, craft projects, artwork, or photography
- Photo booths, car show entrance fees, and bowling admission



## Important Tips

**Keep costs low:** A great way to increase the amount of money you raise at an event is to limit the amount of money you spend.

**Ask for help:** Seek the help of friends, family, and co-workers. Events are hard work. Get help brainstorming ideas and dividing the work.

**Spread the word:** A portion of your success will depend on getting people to the event. Create a Facebook event, highlight on social media, and post flyers on community bulletin boards to tell others about your event.

**Gain support:** Don't hesitate to ask others for support. Sponsorships are a great way for companies to reach niche audiences and support community events. Put together a brief proposal about the event and include how being a part of the event will benefit sponsors.

- ### Example Events
- Dinner Party/ Wine Tasting
  - Neighborhood Barbeque
  - Ice Cream Social & Lū'au
  - Holiday or Birthday Party
  - Garage Sale
  - Themed Party or Festival
  - Guest Speakers
  - Meetup Groups
  - Walks & Runs
  - Dog Breed Specific Party



*Have an idea you're not sure about? Contact the OHS Outreach team. We will be happy to answer your questions and provide feedback!*

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OREGON  
HUMANE  
SOCIETY

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## Event Donation Form

Thank you for donating to the Oregon Humane Society. This monetary tracking form should be filled out and submitted with your final donation so that we are able to appropriately record and thank you/your donors for donations. If your organization or those donating to your event wish to track contributions individually, please fill out separate Event Donation Forms for each. A donation receipt will be mailed within 30 days of receiving your contribution.

***This Gift is from:***

Name of Business: (if applicable) \_\_\_\_\_

Name of Individual: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Would you like to join our mailing list?  Yes  No

**Total Monetary Donations:** \_\_\_\_\_

What are these donations from? (i.e. individual donations, raffle tickets, merchandise sales, ticket sales, etc.)

\_\_\_\_\_

Name of fundraiser/event: \_\_\_\_\_ Date(s) of fundraiser: \_\_\_\_\_

**X**

Signature

Date

OHS is a 501(c)(3), nonprofit organization. Donations are tax deductible to the full extent of the law. No goods or services were provided in exchange for this donation. In-kind donations with a claimed total of more than \$500 require the filing of IRS Form 8283.

OHS Tax ID #93-0386880

Please send this form along with your donation to:

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Community Events  
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**On behalf of the animals at the Oregon Humane Society thank you for your support!**