

1067 N.E. Columbia Boulevard
Portland, Oregon 97211



Phone: 503.285.7722
Fax: 503.285.0838
www.oregonhumane.org

Partnership to Benefit the Animals at OHS

Use this form if you are hosting a monetary or supply donation drive that is not an actual event.

Thank you for your interest in hosting a fundraiser or supply drive 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 community donation drives 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 application below. Fundraisers/promotions 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.
- To view a list of the supplies the Oregon Humane Society is currently in need of most, please visit <http://www.oregonhumane.org/donate/wish-list/>.
- If you would like to support the animals by hosting an event, we ask that you fill out an OHS Event Application.

What to expect from OHS:

- The OHS community outreach team will try to accommodate special requests, 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 fundraiser or donation drive identified in the application. Other use is prohibited without written consent.
- OHS will list your promotion (if open to the public and for a limited time) on our community events calendar online <http://www.oregonhumane.org/get-involved/events/>. If the promotion does not have an end date, we will list it on our shopping webpage <http://www.oregonhumane.org/get-involved/shop-to-help-pets/>. If you create flyers, we can hand them out at community events, but cannot distribute from our shelter lobby.
- OHS cannot guarantee additional marketing of your promotion 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 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.

What you should plan to provide for your fundraising activity:

- It is important for the Oregon Humane Society to make you/your organization aware that the organizer(s) of the promotion 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 promotion.
- All checks should be made payable to the Oregon Humane Society and remitted to OHS within 30 days of the end of your promotion or quarterly if the promotion is held six months or longer.
- 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 assume all risks and liabilities associated with the event and hold harmless Oregon Humane Society.
- Activities that exceed 12 months must be resubmitted annually.

Compliance with Laws: Applicant agrees to maintain all necessary licenses, permits and approvals in connection with its business and to conduct its business in compliance with all applicable local, state and federal regulations. Applicant shall defend, indemnify and hold OHS, and its members, and their officers, directors, employees and agents harmless against all claims, demands, obligations or liabilities of any nature whatsoever arising from or out of or relating in any way to any of the foregoing. The provisions of this section are intended as in addition to, and not any limitation upon, the provisions of Indemnity Section of this Agreement.

Indemnity: The Applicant shall indemnify, defend and hold harmless the Oregon Humane Society, its directors, officers, members, agents and employees against any and all demands, claims, actions or causes of action, liability, loss, damage or expense (including the costs of defense) arising out of the negligent or intentional acts or omissions, including breach of representation, warranty or agreement in connection with the Agreement.

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

Signature: _____ Date: _____

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SOCIETY

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OHS Partnership Application

To make this process as smooth as possible, please complete the 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 events@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. Partnership Description: (Use the exact wording you would like relayed to the public.)

2. Name of activity: _____

3. Location: _____

Address: _____

City: _____ Zip: _____

4. Date(s): From: _____ To: _____ Time: _____

5. How many people do you expect to reach? _____

6. How do you plan to promote the proposed fundraising activity? (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: _____

7. Please list all organizations involved with this promotion: _____

8. If other nonprofits are also benefiting from the promotion, how will donations be allocated? _____

9. How will donations be collected? _____

10. Is there a guaranteed minimum that will be donated to OHS? _____

11. When will the donation be made to OHS? _____

** We request donations to be submitted within 30 days of the end of the promotion or quarterly if longer than 6 months.*

12. We require that donors 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 of sales of animal ornaments 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 donors.

This statement must appear on all advertising for the activity. Applications without specific disclosure statement will not be approved.

What is your statement? _____

13. Is there anything you wish for OHS to provide to contribute to the success of the promotion? 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.

- OHS logo OHS donation bin for supplies
- OHS brochures/magazines OHS 10 ft x 1.5 ft horizontal banner
- OHS donation canister for money OHS 3 ft. x 6 ft. vertical freestanding banner
- Other: _____

We have several ways to promote our partnership. These opportunities include:

OHS website

- Listed on the OHS Website “Help By Shopping & More” page (available for partnerships with a guaranteed minimum of \$1,000 or more, annually)
- Listed on the “OHS Corporate Partners” page (available with donation of \$5,000 or more, annually. Listing will be included on page for one year from the gift date)

What is the URL for your link? _____

OHS Magazine

- Listed as a member of the Thomas Lamb Eliot Circle (available with donation of \$2,500 or more, annually).

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: _____

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Business Partnership Donation Form

Thank you for donating to the Oregon Humane Society. This donation form should be filled out and submitted with your 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 Donation Form for each. A donation receipt will be mailed within 30 days of receiving your contribution.

Date(s) of activity: _____

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: _____

List of donated items: _____

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:
Oregon Humane Society
Community Events
1067 N.E. Columbia Blvd.
Portland, OR 97211

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