



Event Form

The Austin Humane Society (AHS) appreciates your interest in conducting an event or promotion on behalf of the animals. All Third Party Events are greatly appreciated; however, AHS reserves the right to decline participation or cancel participation in an event for any reason. Coordination with staff is crucial to a successful event. Please take a moment to provide us with the following information.

Today's Date ____/____/____

SPONSORING ORGANIZATION

Name _____
Contact Person(s) _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____ E-mail _____

EVENT INFORMATION

Name of Event _____
Date & Time _____ Location _____
Event Description (Please include any ticket prices or entrance fee information if applicable) _____

Estimated Total Revenue \$ _____ Estimated Total Expenses \$ _____ % of Proceeds for AHS _____

Please name any other charitable organizations that will benefit from this event: _____

What type of promotion do you plan to do for the event? _____

Would you like AHS brochures to display at the event? Yes No If yes, how many? _____

Will businesses be solicited? Yes No If yes, who? _____

Do you have any requests for AHS staff? Yes No If yes, please explain: _____

PLEASE RETURN THIS FORM FOR APPROVAL
at least three weeks in advance of the event to:

Lisa Starr, Public Relations Manager
Austin Humane Society
124 W. Anderson Lane, Austin, Texas 78752

P 512 685 0120 F 512 837 9132 E Istarr@austinhumanesociety.org

Event Guidelines

Third Party Events are a great way to financially support the Austin Humane Society (AHS) and provide a better future for the thousands of homeless animals that need help in our community. All Third Party Events are greatly appreciated; however, AHS reserves the right to decline participation or cancel participation in an event for any reason. Coordination with staff is crucial to a successful event.

A Third Party Event Form must be submitted at least three weeks prior to the event.

No action should be taken on any event until the form is submitted and approval is received from AHS Staff.

The following guidelines have been developed to protect both the individuals, organizations and corporations hosting events ("Sponsor") and the Austin Humane Society ("AHS").

- 1 Sponsor is responsible for ALL event coordination, marketing/promotion and sales.
- 2 AHS will not finance any expenses related to a Third Party Event or assume responsibility for any debts incurred.
- 3 Any use of the AHS logo or inclusion of the Austin Humane Society name in all event promotion MUST be approved by AHS at least two weeks in advance of the event. Any contact with press or other media must be coordinated with AHS.
- 4 Sponsor is responsible for complying with all applicable local, state and federal regulations regarding a charitable event.
- 5 Sponsor agrees to coordinate with and request permission from AHS before soliciting any individuals, organizations or businesses in order to avoid duplicated efforts.
- 6 Sponsor must state the terms of the donation that AHS can expect from the event and must tender the donation within sixty (60) days of the event.
- 7 AHS asks that no more than 25% of revenue generated is used to cover event expenses.
- 8 A donation solicited on AHS's behalf, whether the donation is an item or cash, is fully tax-deductible only when it is made directly and entirely to AHS. AHS will determine what types of gifts can be considered tax-deductible prior to Sponsor solicitation or promotion, as only AHS can verify that such a gift was made, and its nature, to the IRS. This information must be made explicitly clear in promotion of the Sponsor's event.
- 9 Donors to Third Party Events who wish to be receipted must make checks payable to Austin Humane Society and provide an address. Cash donations must be received with a list of donors, addresses and specific amounts, otherwise cash will be collected as an anonymous gift. Cash should not be deposited into a personal account in order to write AHS a check for the amount. If event is a benefit, the donor will only be receipted for the donation amount minus the fair market value of the benefit.
- 10 When a portion of the ticket price or suggested donation from a participant of the Sponsor's event is not tax-deductible, the Sponsor must clearly state this on all materials.
- 11 Due to limited resources, AHS cannot guarantee AHS staff or volunteers will attend an event. It is considered the responsibility of the person or organization conducting the event to fill volunteer positions.
- 12 AHS typically does not solicit participation from our supporters for Third Party Events and will not approve the third party use of our mailing lists.
- 13 AHS requires a minimum donation of \$500 before a Third Party Event will be included on the AHS website.

The Austin Humane Society reserves the right to decline participation or cancel participation in an event for any reason. Generally, the following events will NOT be approved:

- > Events that do not adhere to the AHS Third Party Event Guidelines.
- > Raffles
- > Events that require AHS staff or volunteers to provide coordination, promotion or sales.
- > Events that require significant attendance from AHS staff or volunteers.
- > Events scheduled in close proximity to an AHS event.
- > Events that are controversial in nature or do not represent a positive image for AHS.