Thank you for your interest in fundraising for the Kitsap Humane Society. **Please fill out the following application as completely as possible and return to the contact information provided below.** Please know we could not do what we do for the animals in our care without the efforts and commitment of compassionate community members like you. We truly appreciate your support and interest!

|  |  |
| --- | --- |
| **Contact Information** | |
| Date Submitted: | Organization Name (If Applicable) |
|  |  |
| Address: | City/State/Zip Code: |
|  |  |
| Phone: | Fax: |
|  |  |
| Email: | Company Website (If Applicable): |
|  |  |
| **General Information** | |
| Event Name: | |
|  | |
| Event/Activity Description: | |
|  | |
| Date(s): | Time(s): |
|  |  |
| Location: | Address: |
|  |  |
| Is this event within Kitsap County? Yes/No | Is this event open to the public? Yes/No |
| **Past Events**  Have you organized a Kitsap Humane Society third party fundraising event previously? Yes/No | |
| If yes, briefly describe the event. | |
| How much money was raised? | |

|  |  |
| --- | --- |
| Please indicate materials or information requested and the number of items needed, if applicable: | **Financial Information**  Please indicate how you will generate revenue for the Kitsap Humane Society: |
| 󲐀 Coin Collection Box(s)  󲐀 Wish List  󲐀 Donation Forms  󲐀 KHS Brochures  󲐀 KHS Logo  󲐀 Digital Photos of KHS Animals  󲐀Other | 󲐀 Ticket Sales/Entry Fee  󲐀 Drawing  󲐀 Auction  󲐀 Donation Drive  󲐀 Other  If generating income through Ticket Sales/Entry Fee, please indicate what percentage or portion will be donated:  Projected event revenue:  Do you anticipate this to be an annual event? Yes/No |

**Marketing & Promotions**

Typically, third-party events do their own PR. Upon approval, you may, in most instances, use the KHS name and logo. **KHS must pre-approve all promotional materials before distribution**, including – but not limited to – fliers and press releases. All materials must clearly indicate that the event is not sponsored by KHS. However, we will advertise your event on our “Events Benefiting Us” page of our website.

It is important that the KHS name and logo be used correctly and spelled properly. **Always refer to the organization as Kitsap Humane Society (NOT simply the Humane Society).** Please adhere to the following logo guidelines:

* The logo must be obtained digitally from KHS, it may not be copied.
* The logo may be reproduced in all black or in all white on black or equally dark background. For all color print jobs the color logo should be used.
* The logo cannot be boxed.

**Third-Party Approval**

Each third-party event will be considered individually. Generally, the following events will not be approved:

* Events located in close proximity to another KHS event.
* Events that require KHS to sell merchandise, tickets, coupons, etc.
* Events that require significant attendance from KHS staff and volunteers.
* Events associated with businesses or individuals known to conduct themselves in a manner not compatible with the KHS mission.
* Events that result in the sale, auction, or raffling of animals.

I/We hereby understand, agree and submit the following:

KHS will not assume any legal or financial liability for the above referenced event. Furthermore, we understand and agree that KHS must approve, prior to printing and distribution, any use of its name or logo.

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Event Coordinator/Contact Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KHS Representative, Kitsap Humane Society Date

**Please return your completed form to the attention of Kassie Olmsted, Development & Marketing Associate at:**<kolmsted@kitsap-humane.org> or (360) 692-6977 x1210

IRS Tax Number: 91-0728353