

Community Fundraising Event

Thank you for your interest in supporting the Guelph Humane Society (GHS)! Hosting an event is such an amazing way to get you, your family, friends, colleagues and community involved and helps to make a difference to the lives of the animals.

Please take a moment to provide us with as much information as possible regarding your event by filling out the form below and emailing it to events@guelphhumane.ca. Forms containing requests for GHS resources are best submitted a month in advance of the event date. Please allow 5 business days for a response.

What is a Community Fundraising Event?

A Community Fundraising Event is when someone (or a group of people, organization, company, etc) hosts a fundraising event to raise donations for the Guelph Humane Society. No event is too big or too small, your donations help the animals get the best care and support possible. Donations can be monetary or requesting items from our [wishlist](#). We couldn't do what we do without you!

**For wishlist items, please see our website at <https://guelphhumane.ca/get-involved/how-to-help/>*

Hosting a Community Fundraising Event means the organizer assumes responsibility for creating a successful event, independent of **GHS** resources. The organizer should consider all aspects of the event, from planning and promotion to hosting the event. Due to our limited resources, we cannot guarantee a staff member or volunteer's presence at the event. GHS reserves the right to decline participation in an event for any reason.

Event Guidelines and Requirements

The **GHS** requires that the following guidelines be met to ensure accountability to your event supporters and donors. The **GHS** will consider each event/activity individually. The **GHS** has the right to decline an offer for an event and/or to withdraw any and all association with the fundraising group if any of the guidelines are not met before, during or after the event.

- Complete the information form and send to events@guelphhumane.ca for review by the **GHS** team at least 2 weeks prior to the event date. Please allow 5 business days for review and response to the form.
- All who wish to organize an event or collect cash/donations on behalf of the **GHS** must be/be under the guidance of someone 18 years of age or older.
- The **GHS** requests a list of sponsors that the host organizer(s) wishes to approach. Sponsors include individuals, businesses, groups and others who may be interested in contributing to the success of the event. A review of the targeted sponsors will help minimize overlap with other **GHS** campaigns.
- All photographs depicting images of animals or images related to animal welfare to promote or raise funds for the **GHS**, must depict animals in a positive, and favorable manner (such as outside their enclosures). The **GHS** reserves the right to ask the organizer to discontinue the use of any images.
- The **GHS** will not be held responsible for any costs or liabilities, incur any expenses nor provide any funds for events or activities. Please discuss event liability insurance with your insurance company.
- The **GHS** will not associate with businesses, organizations or individuals known to conduct themselves in a manner which is incompatible with the **GHS** mission and values. It is the **GHS's** right and responsibility to decline any sponsorship, gift or other payment that is contrary to its mission or values.



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- [In the event **GHS** is attending the event or providing materials]
Should the event be cancelled, the event organizer agrees to contact **GHS** at least 48 hours prior to the event
- All net income must be received by the **GHS** within 30 days, or as specified in the **GHS Community Fundraising** agreement.
- Official tax receipts will be issued in accordance with the Canada Revenue Agency (CRA) guidelines (see <http://www.cra-arc.gc.ca/chrts-gvng/dnrs/rcpts/dntn2-eng.html>). The final decision to issue official tax receipts rests with the **GHS**. Receipts will be issued for the maximum allowable amount as determined by CRA.

FOR MORE INFORMATION, PLEASE CONTACT:

events@guelphhumane.ca

519-824-3091

www.guelphhumane.ca

P.O. Box 684, 500 Wellington Street West, Guelph ON N1H 6L3 | 519.824.3091 | guelphhumane.ca

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Community Fundraising Event

Please fill in the form below, this is a fillable form.

Contact Information

Organization/Group Name:

Contact Person (first & last name) :

Address Type: Home Work

Address (street, city, postal code):

Telephone:

Email:

Event Information:

Name of Fundraising Activity/Event:

Date Start:

Date End:

Time(s):

Location:

Briefly describe the proposed fundraising activity/event:

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

Will the Guelph Humane Society name be used in promotion of this event?

*Please see 'Event Guidelines and Requirements' above about using the GHS name

Yes No

Estimated proceeds from the event (select all that apply):

Monetary Donations \$

Item Donations*

*Please refer to our wishlist online at <https://guelphhumane.ca/get-involved/how-to-help/>

Other

Proceeds from donations raised intended for **GHS:** %

Will other charitable organizations also benefit from this event/activity?

Yes

No

If yes, please list other beneficiaries and how they will benefit:

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Additional Support Request:

Please note: We do our best to accommodate as many groups as possible but due to the large number of applications received, support is based on availability.

- Promotion of the event (i.e. website event listings)
- *Use of **GHS** logo
- GHS** promotional material & information handouts
- GHS** donation box
- Issuing charitable tax receipts (when eligible)
- ****GHS** representative at the event

If yes, what is the role of the **GHS** representative?

Time commitment of **GHS** representative:

- ****GHS** animal representatives at the event

If yes, what is the role of the **GHS** animal representative?

Time commitment of **GHS** animal representative:

- Other

*Use of the **GHS** logo is at the discretion and permission of the **GHS**. All materials that will have the logo need to be submitted for review, allowing for 48 hours to review and respond

The **GHS cannot guarantee staff/volunteer/animal presence at all events.



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Are there any other needs you have from **GHS**, or any other information to share?

Don't forget to share posts of your event, and tag us on social media (so we can share it too!)

Facebook: *@guelphhumanesociety*

Twitter: *@guelphhumane*

Instagram: *@the_ghs*

I have read the Guelph Humane Society's Community Fundraising Event Guidelines (above) and requirements and hereby agree to comply with the **GHS's** policy.

Signature of Applicant:

Print Name:

Date:

**PLEASE RETURN YOUR COMPLETED FORM BY EMAIL TO EVENTS@GUEPHHUMANE.CA. OR
IT CAN BE DROPPED OFF TO 500 WELLINGTON ST. W.**

THANK YOU! WE APPRECIATE YOUR SUPPORT!

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