

# Third Party Event Agreement

Thank you for your interest in helping the Placer SPCA. Our volunteers and community members have many great fundraising ideas to benefit our organization and the community we serve. Most fundraising events proposed that are not already included in the annual Fund Raising Plan must be third party events due to limited staffing.

## What is a Third Party Event?

A **third party event** is any fundraising activity by a non-affiliated group or individual where the Placer SPCA has no fiduciary responsibility and little or no staff involvement.

We actively encourage third party fundraising events. All such events must be approved by the Placer SPCA in advance. Each proposal is carefully reviewed and evaluated for feasibility and suitability with our organization's goals and objectives. This is an important safeguard to preserving the integrity of the Placer SPCA and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner.

While we may be able to provide guidance for your event, we do not have the personnel to handle administrative tasks of third party events. The staff at the Placer SPCA *may* provide:

- Already published materials, such as flyers, photos, newsletters and logo
- Donation boxes
- Space to meet in our Education Room for planning committees (depending on availability)
- Attendance and support at the event (pending staff/volunteer availability)

The mission of the Placer Society for the Prevention of Cruelty to Animals (Placer SPCA) is to enhance the lives of companion animals and support the human-animal bond.

We welcome Third Party Events to support this mission.



Placer County's Companion Animal Welfare Experts – Where Your Donations Stay Local

916.782.7722 or 530.885.7387, Ext. 102  
 funddevelopment@placerspca.org

150 Corporation Yard Road  
 Roseville, CA 95678  
 Fax: 916.782.8655

[www.placerspca.org](http://www.placerspca.org)

### **Third Party Event Guidelines**

1. Third party events must be in line with our mission.
2. All promotional materials must clearly state the percentage of proceeds that will benefit the Placer SPCA.
3. The use of our logo and name on any promotional materials (e.g., press releases, fliers, invitations, websites, letters, etc.) must be reviewed and approved by a staff member to verify accuracy.
4. The Placer SPCA must receive a list of targeted sponsors for the event before they are approached to minimize any overlap with other Placer SPCA events and/or fundraising campaigns that may be underway. *To protect our donors' privacy, the Placer SPCA will not provide donor or sponsor lists, nor will we solicit sponsorship revenue for third party fundraising events.*
5. Event organizers are responsible for obtaining all permits and liability waivers especially those for raffles and/or sporting-type events. *Event organizers must obtain their own liability insurance to cover the event.*
6. The Placer SPCA is not financially liable for the promotion, planning or execution of third party events.
7. In order to fulfill our own accounting requirements, we request that you provide us the event proceeds within 30 days after the conclusion of the special event/fundraiser.

After you have reviewed the above guidelines, please complete the following questions designed to provide more information about the type of fundraiser/event you are interested in planning. *Please submit the completed form prior to any planning of the event.* Once the application has been submitted, we will review it and notify you of any questions/concerns/approval. Thank you again for your support of the Placer SPCA!

**Please return your completed form to:**

Placer SPCA Development Department  
150 Corporation Yard Road  
Roseville, CA 95678  
Fax: 916-782-8655  
Email: [funddevelopment@placerspca.org](mailto:funddevelopment@placerspca.org).

Your Company or Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

*Please complete the following page providing detailed information about the event/fundraiser.*

### **Third Party Event Questionnaire**

1. What is the nature of the event or fundraiser?
  
2. Do you expect this event to be an ongoing, annual or one-time event?
  
3. What is the date and time of the event or range of dates for the event/fundraiser?
  
4. How will the event/fundraiser be advertised (television, radio, fliers, web, etc.) and how will it include the Placer SPCA name?
  
5. How much money do you expect to raise?
  
6. Explain how participants or donors will receive gift acknowledgement/thank you letters.
  
7. How will funds be tracked/reported?
  
8. Is the Placer SPCA the sole beneficiary of the event? If not, please list other beneficiaries.

*Applicant understands that the Placer SPCA is not liable to any party or vendor for any fees, costs, or payments of any kind, and Applicant agrees to indemnify and hold harmless the Placer SPCA against any claims by third parties or vendors for such fees, costs, or payments incurred pursuant to this agreement.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Placer SPCA Representative

\_\_\_\_\_  
Date

Thank you for completing this form. We will contact you as soon as possible regarding your request to have a third party event. If you have further questions, please contact the Placer SPCA Development Director at (916) 782-7722, ext.102 or (530) 885-7387, ext. 102.