

# Event Proposal Form



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.

Thank you for your interest in hosting an event to support the Placer SPCA. We appreciate that you understand the importance of ensuring the well-being of our furry friends.

To submit a request, please complete this Off-Site Event Proposal form\* and return it to the Development Office in-person (200 Tahoe Ave. in Roseville), or via email to [funddevelopment@placerspca.org](mailto:funddevelopment@placerspca.org). For more information, please call the Development Department at (916) 872-6162. You will be contacted within 5-7 business days of receiving your completed application.

*\*Please understand that we cannot guarantee participation in your event.*

## Contact Information

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Website: \_\_\_\_\_

## Event Information

Event name: \_\_\_\_\_

Brief description: \_\_\_\_\_

Expected number of attendees: \_\_\_\_\_

Please indicate the frequency of this event:  Ongoing  Annual  One-time

How will the event/fundraiser be advertised (television, radio, fliers, web, etc.) and how will it include the Placer SPCA?

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

Start date/time: \_\_\_\_\_ End date/time: \_\_\_\_\_

Location: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Type of Event

TYPE	# of ANIMALS	FEE
<input type="checkbox"/> Fundraiser	No animals	No fee
<input type="checkbox"/> Fundraiser	1-3 animals	TBD
<input type="checkbox"/> Representative/Table Event	No animals	No fee
<input type="checkbox"/> Representative/Table Event	1-3 animals	\$250
<input type="checkbox"/> PetMobile	1-5 animals	\$500
<input type="checkbox"/> Special Request	TBD	TBD

## Additional Information

Is this an adoption event?  Yes  No

What types of animals would you like us to bring? \_\_\_\_\_

*For PetMobile or animal requests, we can only accommodate during our regular business hours and commit to a 3-4 hour window. Please take this into consideration when planning your event.*

Our PetMobile truck and trailer requires 8 parking spaces. Will you have this amount of space available?  Yes  No

Is there a water source available?  Yes  No

Is there electricity available?  Yes  No

**\*\*\*If this is a fundraising event, please complete pages 3-4.\*\*\***

## Fundraising Information

Please complete the following form to provide more information about the type of fundraiser or event you are interested in planning. **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, and/or approval. Federal tax ID: #94-2607682

What is the nature of the event or fundraiser?

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What is your fundraising goal? \$ \_\_\_\_\_

How will the event or fundraiser be advertised (television, radio, flyers, website, social media, etc.)?

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Explain how participants or donors will receive gift acknowledgment/thank you letters.

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How will funds be tracked or reported?

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Is the Placer SPCA the sole beneficiary of the event? If not, please list other beneficiaries.

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Please note that all expenses need to be covered by the event organizer. 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.

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Applicant Signature

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Date

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Placer SPCA Representative Signature

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Date

Thank you for completing this form. We will contact you as soon as possible regarding your request. If you have further questions, please contact the Placer SPCA Development Director at (916) 872-6162.

### FOR PLACER SPCA STAFF ONLY

Approved     Declined at this time because: \_\_\_\_\_

Staff assigned: \_\_\_\_\_

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Placer SPCA Representative Signature

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Date

# Fundraising Event Agreement



Thank you for your interest in helping the Placer SPCA. Our community continues to create wonderful fundraisers to benefit our organization.

## Looking to Host a Fundraising Event?

A fundraiser — also known as a third party fundraiser — is an off-site 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 fundraisers. 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:

- Marketing support such as social media posts, eblasts, etc.
- Donation bins/jars
- Space to meet in our Community Room for planning committees (pending availability)
- Attendance and support at the event (pending staff/volunteer availability)

## Fundraiser Guidelines

1. Fundraisers 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/or name on any promotional materials (e.g., press releases, fliers, invitations, websites, letters, etc.) must be reviewed and approved by Placer SPCA's Marketing Department.**
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 or fundraiser.

*Applicant understands the Placer SPCA is not liable to any party or vendor for any fees, costs or payments of any kind, and 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.*

**I agree to the guidelines and terms listed above.**

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

\_\_\_\_\_  
Date