



Dubuque Regional Humane Society Third Party Fundraising – Guide & Application

The Dubuque Regional Humane Society appreciates the generosity and support of individuals and organizations throughout the Tri-States. For the past 113 years, our community has creatively raised money for our lost, abandoned and unwanted animals in many different ways.

Tell us about you or your organization.

Individual/Organization Name: _____

Contact Name: _____

Address: _____

City/State/Zip: _____

Day Phone: _____ Email: _____

Minors: Are you under the age of 18? *YES NO

*If yes, provide the name of your Parent or Guardian _____

Tell us how you would like to help our shelter animals!

Name of Fundraising Project: _____

Project Description: _____

Dates(s): _____ Time: _____

Location/Address: _____

Is this event open to the public? YES NO How many people do you expect will attend? _____

Will this be an annual event? YES NO

Please list any other organizations that will benefit from your event. _____

How do you plan to promote the event? _____

Is there anything else that we should know about your event? _____

How can we help?

Are you requesting DRHS literature to be at the event? YES NO

If yes, which literature/items would you like? (Circle all that apply.)

Brochure Newsletter Volunteer Information Donation Bins

*Would you like to have adoptable shelter pets on display at your event?

YES NO **This request depends upon the availability of DRHS animals, staff and/or volunteers.*

Are you requesting attendance by DRHS staff or volunteers (circle one)? YES NO

If yes, please state the number of volunteers needed and the purpose for their attendance _____

Guidelines for your consideration.

The DRHS appreciates your enthusiasm and support of our lost, abandoned, and unwanted animals! In looking over these guidelines, please keep in mind that the DRHS is a not-for-profit organization and our resources and staff time are limited.

- If you would like to host an event that benefits the animals at the DRHS, we can promote your event in the following ways: (1) Detailed event description/logo/photo on our third-party fundraising web site page, (2) Poster on our front door, surrender lobby door, and in our employee break room, and (3) Handouts in our lobby.
- If the DRHS has a booth at your event, we will promote your event with a one-time post on our Facebook page.
- Social media events and invitations are limited to the DRHS' major fundraising events.
- While we may be able to provide guidance for your event, we do not have the personnel to handle the organizational and administrative task associated with third-party events. Therefore, you are responsible for all details of the event including underwriting all of the related costs, inviting guests, recruiting volunteers to help out at the event, creating flyers to publicize the event, and working the actual event.
- Any requests to utilize the DRHS building and/or grounds requires approval from the DRHS Development & Marketing Director.
- **FETCH LIST DRIVES:** Due to our exclusive agreement with Hill's Science Diet, please do not solicitate dry dog and cat food donations. Please consult the **FETCH LIST** located on our web site for a list of current shelter needs.
- Event organizers must obtain their own permits and liability insurance to cover the event. Raffles and games of chance require that you fill out an IOWA DEPARTMENT OF INSPECTIONS AND APPEALS SOCIAL AND CHARITABLE GAMBLING LICENSE APPLICATION.
- The DRHS is not financially liable for the promotion and/or staging of third-party events.
- The DRHS cannot handle the flow of revenue and expenses through our system. Only the final net proceeds from the event are to be processed by the DRHS.
- Based on the large number of requests that we received, and because the DRHS is a not-for-profit organization, we are unable to contribute prizes for individual benefits.

One more step!

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

Sponsoring Individual/Organization agrees to: (1) Comply with all applicable laws during the planning, promotion and conduct of the event, (2) indemnify and hold harmless the DRHS from any and all third-party claims made in connection with this event, and from any all claims related to purchases made by consumers as part of this event. Furthermore, I/we understand and agree that the DRHS must approve, prior to printing and distribution, or any use of its name or logo.

Third-Party Fundraising Signature & Date _____

DRHS Signature & Date _____

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