



**Regina
Humane
Society**

3rd Party Fundraising Application & Guidelines

Thank you for considering the Regina Humane Society (RHS) as a beneficiary of your fundraising activities!

We greatly appreciate your efforts to help us care for the thousands of animals that enter our facility each year! All money raised by and for the RHS is used to directly support and benefit our animals.

This package includes information that will help you and/or your organization maximize your fundraising efforts. By providing us with this information we will:

- Offer advice on event planning
- Provide a letter of authorization to validate the authenticity of the event and its organizers
- Assist you in designating your contribution to a specific area of the RHS
- Provide tax receipts to donors who make cheques payable to “Regina Humane Society”

Here’s what is included in this package.

- RHS 3rd Party Fundraising Guidelines & Policies
- RHS 3rd Party Fundraising Application
 - This form must be completed, signed and returned to the RHS as soon as possible. This must be complete before you can begin to advertise your event as approval is needed from the RHS.
- Donation Tracking Sheet
 - This form must be submitted in order for donors to your event to receive charitable tax receipts. Please ensure you read the enclosed “Tax Receipting Guidelines” before submitting this form as not all gifts may qualify for a receipt.
- 3rd Party Fundraising Event Summary Form
 - This form should be completed and returned to the RHS with 30 days following the completion of the event.



3rd Party Fundraising Guidelines & Policies

Please review the following fundraising guidelines and policies prior to submitting your event application:

- You must complete and submit a 3rd Party Fundraising Application to the Regina Humane Society (RHS) no less than 4 weeks prior to the proposed fundraising activity. Approval must be received before advertising is permitted.
- Applications are for one time only. Recurring annual events will have to re-apply each year. Applications are not approved for an organization but for the event. Therefore one application to your organization does not entitle you to use the RHS as your benefactor for each event.
- The RHS reserves the right to deny any application for a fundraising activity that does not comply with the mission of, or project a positive image of the RHS.
- Your organization/group must receive permission from the RHS to use our name and/or logo in conjunction with your event. The RHS must approve all promotional material prior to distribution. We will provide our logo for all promotional material if requested.
 - The RHS logo cannot be used for any other purpose than of that described in the 3rd Party Fundraising Application.
- It must be clearly stated on/in all promotional material that the event is “In Support of” or “Proceeds to” followed by the Regina Humane Society logo. No where can it state that the RHS is a sponsor or co-sponsor.
- You must notify the RHS if another organization will benefit from this event/promotion and who other sponsors are as well.
- If you are conducting raffles, lottery sales or any other type of activity that involves selling to the general public you may require a special license or permit. Please make sure you to take the necessary steps to obtain these. The RHS will not provide its licenses or permits for your event or be held liability if found in violation of these rules.
- The Regina Humane Society, employees, volunteers and members are not liable for any injuries, damage or theft sustained during your event and cannot assume any type of liability for your event, participants, volunteers or employees.





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3rd Party Fundraising Application

I. Organization Information

Name of Organization (if applicable): _____

Contact Person: _____

Address: _____

City/Province/Postal Code: _____

Email: _____

Website: _____

Phone # (work): _____ Phone # (home): _____

Phone # (cel): _____ Fax: _____

II. Event Information

Name of Event: _____

Type of Event: _____

Description/Summary of Event:

What is your fundraising goal (after expenses)? _____

Location: _____

Starting Date & Time: _____

Ending Date & Time: _____

Expected Number of Participants: _____

How will you promote the event? _____

Please attach a copy of any licenses, permits and proof of liability insurance.

If you are selling goods & services please indicate what will be sold and if a portion of the proceeds are to be donated to the Regina Humane Society as well.

III. Financial Information

How will the funds be raised?

Pledges _____ Auction _____ Ticket Sales _____ Gaming _____

Donations _____ Sales _____ (liquor, merchandise, etc.)

Other (please explain) _____

Are you approaching sponsors? Yes _____ No _____

If yes please list organizations being approached to avoid potential conflict with current or potential RHS sponsors.

Will the proceeds of your event/activity be donated only to the RHS? Yes _____ No _____

If yes please list who else will be benefiting. What percentage will the RHS receive?

Will you require tax receipts? Yes _____ No _____

If yes, please review the charitable tax receipting guidelines on page 8.

IV. RHS Involvement

What will you require from the RHS? (We will do our best to support you)

Would you like a RHS speaker at your event? Yes _____ No _____

Please provide details regarding time, place, topic:

Would you like a RHS representative at your event? Yes _____ No _____

Please provide details regarding time, place, topic:

Will you require the RHS name and logo for promotional use? Yes _____ No _____

If yes please indicate what type of materials you will be producing:

If you would like promotional materials from the RHS please indicate the quantities required:
Brochures: _____ Volunteer Applications: _____ Other: _____

Would you like the event to be advertised on the RHS' website? Yes _____ No _____

If yes, please provide a short description give the important information of the event.
(Location, date, time, contact name, how to purchase tickets, etc.)

Any other important information the RHS should know regarding your event?

*Please note:
The RHS is not able to provide volunteers for your event.
You must recruit your own volunteers if needed.*

3rd Party Fundraising Agreement

Please review and sign a copy of this form and return it with the 3rd Party Fundraising Application.

This form is due four (4) weeks prior to the proposed event. Completion of this form does not guarantee approval. Upon approval, you will receive an approved signed copy of the application for your records.

By signing this document, I/we acknowledge receipt of the Regina Humane Society's Policies and Procedures for 3rd Party Fundraisers and agree to comply with all provisions in organizing and holding our fundraising event. I/we also agree with the collection of any and all information the Regina Humane Society deems necessary to evaluate the event. I/we further attest that all information provided on this form is correct and accurately describes the proposed event.

I/we agree to indemnify and the Regina Humane Society harmless for any expenses, losses, claims or damages resulting from the fundraising event or the noncompliance with any term or provisions of the Regina Humane Society Policies and Procedures for 3rd Party Fundraisers.

Signature

Date

On behalf of the Regina Humane Society, it's Board, staff, volunteers and members thank you for supporting us and assisting us in helping thousands of homeless and abandoned animals!

Please return this form to:

Regina Humane Society
Events Coordinator
Box 3143
Regina, SK S4P 3G7

Phone: (306) 543-6363
Fax: (306) 545-7661
www.reginahumanesociety.ca

Fundraising Ideas

There are lots of great ways to raise funds for the Regina Humane Society. Some ideas include:

- 3 on 3 Basketball Tournament
- Art Auction
- Baby Picture Contest
- Bake Sale
- Barbecue
- Beard Contest
- Bingo
- Book Sale
- Bowling Night
- Cabaret Night
- Can & Bottle Drive
- Canada Day Events
- Car Wash
- Casino Night
- Cat Treat Sale
- Celebrity Auction
- Cheese & Wine Night
- Chili Cook-off
- Cocktail Evening
- Collection Boxes
- Comedy Night
- Concert
- Craft Bazaar/Sale
- Dance Party
- Dessert Reception
- Disco Party
- Dog Biscuit Sale
- Dress Down Day
- Dunk Tank
- Easter Party
- Employer Matched Donations
- Fashion Show
- Flea Market
- Flower Sale
- Formal Ball/Gala
- Game Night
- Garden Party
- Garage Sale
- Golf Tournament
- Guessing Games
- Guitar Hero contest
- Halloween Party
- Hat Day (work)
- Hot Dog Sale
- Ice Cream Social
- Jail and Bail
- Jazz Night
- Jewelry Party
- Karaoke Night
- Loose Change Drive
- Marathon (run, jog, etc.)
- Music Event
- Mustache Contest
- New Year's Eve Party
- Paint Ball Party
- Pancake Breakfast
- Penny Drive
- Pet Fashion Show
- Pie in the Eye
- Pictures with Santa
- Pumpkin Carving Contest
- Relay Race
- Rock Bank contest
- Roller hockey Tournament
- Scavenger Hunt
- Silent Auction
- Slo-Pitch Tournament
- Sno-Pitch Tournament
- Spelling Bee

Charitable Tax Receipting Information

- The RHS will issue donation receipts for any cash donation. If an individual has made a donation, the receipt will be issued in the name of that individual at their home address. If a corporation has made the donation, and if a tax receipt is requested, the receipt will be issued in the company name at their corporate address. An individual or corporation cannot receive a donation receipt for money that was not donated by them (i.e. an individual cannot be designated to receive the donation receipt for monies raised through a casual day event).
- In Kind Donations (i.e. prizes, product): A donation receipt for income tax purposes can be issued for donations of in-kind equal to the fair market value of the property received. To process in kind donations, the RHS needs a written invoice or other supporting documents that could ascertain the Fair Market Value of the in kind donation.
- Goods and services not eligible for a donation receipt included purchase of items such as raffle or lottery tickets, admission tickets, golf green fees, and the cost of a donated service. This includes special services that necessitate hiring someone for the event (i.e. tent set-up and entertainment).
- If you require a donation receipt to be issued to participants in your event, we ask that you include the RHS charitable number (#119114064RR0001) on all your publicity materials and that you state “tax receipts will be issued for donations of \$10 or more, or on request”. After the event, in a timely manner, please provide the RHS with a list (be sure that the information is legible), of names, full addresses including postal codes and phone number (s), and the amount of gift that each individual is to be receipted.
- Corporation or business that agree to sponsor an event will receive an invoice or Thank-You letter from the RHS that would enable them to claim back the full amount of their sponsorship as a marketing expense.
- For fund raising events such as a dinner, auction and golf tournament, a tax receipt may be issued for the entry fee less the “cost per person to put on the event”. However, the cost amount can not exceed 80% of the entry fee.



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3rd Party Event Donation Tracking Sheet

Event Name: _____

Name	Address	PC	City/Prov	Phone	Amount	Cash or Inkind
<i>Donations of \$10.00 and over will receive an income tax receipt.</i>				TOTAL		

