



BRHA Third Party Fundraising Guidelines and Application

Thank you for your interest in thinking of the Bitter Root Humane Association in your fundraising effort. We depend on donations to operate our shelter and appreciate your support!

We truly want your efforts to succeed and will help you all we can. Below are just a few guidelines to help in your planning. Once you've decided what you would like to do, please feel free to contact Mary Gehl, our Fundraising Committee Chair for more information or complete the Third Party Fundraising Application and submit at the shelter or email to: dogmommary@aol.com

Third Party Event Guidelines and Policies

- The BRHA encourages fundraising events that promote animals in a good light and in keeping with our mission. BRHA may decline participation of an event or activity that is in direct conflict with our mission/image or that conflicts with another event.
- The individual, business or organization holding the fundraiser must receive permission from BRHA to use our name and/or logo. All promotional materials must be approved prior to distribution which may include media announcements, posters, flyers, signage or posting on social media sites.
- The individual, business or organization holding the fundraiser must disclose to donors the exact dollar amount or percentage of the gross proceeds that will be donated to BRHA. Events must be referred to as "benefiting Bitter Root Humane Association".
- The individual, business or organization holding the fundraiser agrees to be responsible for all costs of hosting the event.
- The individual, business or organization holding the fundraiser agrees to obey all federal, state and local laws and regulations in promoting and conducting the event. It is the responsibility of the Third Party fundraiser to secure all required permits and/or licenses as well as any insurance required by law.
- Tax receipts for donations to the event are made to the original donor and not the Third Party fundraiser.
- Proceeds from the event must be delivered to the Bitter Root Humane Association within thirty (30) days of the event's conclusion.

How Will BRHA Help In Your Fundraiser?

- Our Fundraising Committee can give advice on event planning.
- BRHA will give written tax receipts to donors that make checks payable to BRHA.
- On approval, BRHA will supply our logo for promotional use.
- BRHA will provide a written document to validate the authenticity of the event.
- BRHA, when possible, will assist in event promotion on our web site, posting at our shelter and on our social media sites and in our mail out newsletter.

Are you ready to help BRHA by holding a fundraiser? Simply complete the Third Party Fundraising Application and let's get started!

BRHA Third Party Fundraising Proposal Application

Individual, business or organization name: _____

Contact Person: _____ Phone: _____

Address: _____

Mailing Address if different: _____

Email: _____

Is this a school project? ___ No ___ Yes What school? _____ Grade? ___

Please list your project advisor's name and phone number _____

Event Information

Name of Event: _____

Type of Event: _____

Date & Time of Event: _____ Location of event: _____

Describe your event: _____

Anticipated attendance? _____ Who is your target audience? _____

How will you be promoting the event? _____

Why would you like to hold this event? _____

Financial Information

What is your fundraising goal? \$ _____

How will you be accomplishing your goal? ___ Raffle(s) ___ Admittance ___ Auction(s)

___ Pledges ___ Retail sales ___ Donation(s)

If selling merchandise, what will you be selling? _____

What percentage of your gross event income will be donated to BRHA? _____

Will you be soliciting sponsors for your event? If yes, please list those you plan to contact so we can check for any conflict of current or upcoming BRHA sponsors.

What will you need from BRHA?

What will you require from BRHA to assist in making your event successful?

Will you need the BRHA logo? ___ No ___ Yes If yes, please list what materials our logo will be use on: _____

What printer will you be using: _____ Printer's email _____

Will you need BRHA promotional materials (banner, newsletters, brochures etc.) ___ Yes ___ No

Would you like BRHA to assist in promotion of the event? ___ Yes ___ No

If possible, would you like a BRHA representative at your event? ___ No ___ Yes

Agreement

I/we have read and understand all of the BRHA Third Party Event Guidelines/Policies and agree to comply as stated. *Please print your name, sign and date this form; we suggest you keep a copy for your records.*

Printed Name: _____

Signature: _____ Date: _____

**After completion, please return signed form to: Bitter Root Humane Association
PO BOX 57
262 Fairgrounds Road
Hamilton, MT 59840**

or email to: dogmommary@aol.com

*Thank you for considering BRHA for your fundraising event!
Please note, you will be contacted within seven
(7) business days as to the status of your
proposal.*