



Guidelines for Third Party Fundraising Events

Thank you for your interest in making Partners in Animal Care the beneficiary of your fundraising efforts. We are very fortunate that community members choose to use their time, energy and effort to help raise funds to support our mission.

To help make your fundraising event successful and enjoyable, and make the best use of our resources, please fill out and submit the attached Third Party Fundraising Agreement. Any individual or organization (outside of Partners in Animal Care) that organizes and hosts an event, promotion, sale or donation drive on behalf of Partners in Animal Care is defined as a 'Third Party Fundraiser'. Individuals and organizations or any other entity seeking to enter into a third party fundraising agreement with Partners in Animal Care ('Partners') hereafter will be referred to as the Third Party Fundraiser.

Proposals may be submitted by mail, email or online. We encourage questions regarding fundraising events; please contact the Partners' Fundraising Committee at info@Partnersinanimalcare.org

1. The third-party fundraiser must submit a Third Party Event Application to Partners' Fundraising Committee at least 30 days in advance of the proposed event date. If multiple events are proposed, a proposal must be submitted for each.
2. Third-party fundraising events must be financially self-sustaining without financial risk to Partners. Partners will only accept the net proceeds of a third-party event. All third-party event expenses are the responsibility of the third-party event organizer and must be paid before the net proceeds are given to Partners. Refunds or reimbursements of third-party event expenses will not be available after the net proceeds are given to Partners. Net proceeds of the event should be received by Partners no later than 30 days following the event and should be mailed to Partners in Animal Care, P.O. Box 4712, Greenville, SC 29608.
3. Third-party event organizers should not provide tax advice to third-party event contributors. Organizers should refer individuals to tax or legal counsel for information.
4. The third-party event organizer is responsible for all vendor agreements, contracts, insurance and necessary permits for the event. Partners will not assume any type of liability for a third-party event, including liability for any injuries sustained by third-party event volunteers or participants related to an event benefitting Partners.

5. Third-party events that demonstrate a minimum projected donation of \$1,000 will be permitted to prominently display Partners' logo on the third party's promotional materials after those materials are approved by Partners' Board of Directors. All other third-party fundraising events must receive approval in writing for the use of Partners' logo.
6. Third-party events that are approved by Partners will be advertised on Partners' website on the Calendar of Events page. All other forms of sponsor recognition will be given on a case-by-case basis.
7. The third-party fundraiser is responsible for its own marketing, including writing and distributing press releases, PSAs, Facebook and other social media postings, invitations, ads, etc. The third-party fundraiser must submit all publicity and promotional material containing Partners' name and/or logo to the Partners' Fundraising Committee for review and approval prior to publication and distribution of these materials. Please allow Partners five (5) business days to review these materials.
8. Partners is the beneficiary – not a sponsor – of third-party fundraising events. Promotional materials that use Partners' name should incorporate the following statement: "Proceeds to benefit Partners in Animal Care." When referencing Partners in promotional material, the full name "Partners in Animal Care" is to be used. No acronyms such as PAC are permitted.
9. Partners will not approve a third-party event if it requires the sale or endorsement of a product or service.
10. Requests for adoptable animals to appear at third party events and is the responsibility of the third party fundraiser to coordinate and obtain approval from Animal Care by contacting Animal Care's Community Relations Coordinator.
11. Third-party organizers of donations drives are encouraged to contact Animal Care's Community Relations Department prior to beginning the drive to determine the organization's most critical needs. Due to limited resources, Partners is not able to provide staff to organize or attend in-kind donation drives.
12. Partners retains the right to decline any event if it conflicts with its mission, fundraising efforts or event calendar.
13. Partners will not approve a third-party event request if it promotes a political party, candidate or potential candidate.
14. Partners may disassociate with a third-party event at any time if these Third-Party Event Policies are not satisfied.



Charitable Tax Receipting Information

- ❖ Partners in Animal Care ('Partners') 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. Receipts are issued after the money is received internally at Partners.
- ❖ 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, Partners needs a detailed donation form completely filled out.
- ❖ Goods and services not eligible for a donation receipt include purchase of items such as raffle or lottery tickets, admission tickets, golf green fees, and the cost of 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 state on all your publicity that "tax receipts will be issued for donations of \$25 or more, or on request". After the event, in a timely manner, please provide Partners with a list of names, full addresses and phone numbers as well as the amount of each individual's donation.
- ❖ Corporations or businesses that agree to sponsor an event will receive an invoice and thank you letter from Partners that will enable them to claim back the full amount of their sponsorship and marketing expense.
- ❖ For fundraising events such as dinners, auctions and golf tournaments, a tax receipt may be issued for the entry fee less the 'cost per person to put on the event', however, the cost amount cannot exceed 80% of the entry fee.



Third Party Event Donation Tracking Sheet

Event Name: _____ Date of Event: _____

Name	Address	City/State	Zip	Phone	Item or Amount	Value

Recorded by: _____

Date submitted to Partners: _____