



**Hawaiian Humane Society**  
People for animals. Animals for people.

# Host Your Own Fundraiser Guidelines

Thank you for considering the Hawaiian Humane Society as a beneficiary of your fundraising activities. Please review the following guidelines and policies prior to submitting your event application.

## 1. Event Application

- Your event coordinator should contact the Hawaiian Humane Society in a timely manner (preferably four to six weeks prior to the event date) to seek guidance and request resources. An Event Application must be completed and approved prior to conducting an event for the Hawaiian Humane Society.
- The Hawaiian Humane Society reserves the right to decline association with any event or organization for any reason, including its belief that such an association may have a negative effect on the credibility and/or reputation of the Hawaiian Humane Society.
- Event organizers are responsible for obtaining all permits, especially those for alcohol sales.
- Event organizers must obtain their own liability insurance to cover the event. Hawaiian Humane Society is not financially liable for the promotion and/or staging of third-party events.

## 2. Event Agreement

- Upon approval, you will receive a signed copy of the application agreement for your records.

## 3. Event Promotion

- Approved events must be promoted and conducted in a manner that avoids the appearance of the Hawaiian Humane Society endorsing any product, firm, organization, individual or service.
- The official logo of the Hawaiian Humane Society should be appropriately used in conjunction with such an event and may not be altered in any way. Any use of the Hawaiian Humane Society logo must adhere to established graphic standards.
- Due to commitments we have to our donors, the Hawaiian Humane Society does not provide its database for promotion of an event.
- It is the discretion of the event coordinator as to the amount of the donation made to the Hawaiian Humane Society (a percentage of or all net revenue); however, a

vague disclosure indicating the Hawaiian Humane Society will receive “proceeds,” “profits” or “net proceeds” is insufficient. All promotional materials must clearly state the percentage of proceeds that will benefit Hawaiian Humane Society. Your participants should know your intentions.

- All sponsor solicitations for the event must be approved by and coordinated with the Hawaiian Humane Society prior to approaching any individual, corporation or foundation for this purpose.
- Third-party fundraisers cannot be held at the Hawaiian Humane Society without consent.

#### **4. Event Requests**

- Please remember that our staff is happy to provide advice and guidance, but we do not have the personnel to handle the organizational and administrative aspects of your fundraising event. Therefore, you're responsible for all details of the event including: underwriting all of the related costs, recruiting volunteers to help out at the event, creating flyers to publicize the event, and working at the actual event.
- Requests for adoptable pets to appear at a fundraising event will be reviewed by the Hawaiian Humane Society on a case-by-case basis.
- Due to the number of requests we receive, we cannot:
  - Send a Hawaiian Humane Society representative to participate in all events
  - Distribute posters or literature for your event at our shelters
  - Send emails to the Hawaiian Humane Society audience promoting your event
  - Promote your event on social media channels
- Hawaiian Humane Society would be happy to provide the following with a two-week notice:
  - Informational brochures
  - Issues of our newsletter.

#### **5. Event Proceeds**

- You must notify the Hawaiian Humane Society if another organization also will benefit from this event or promotion.
- The Hawaiian Humane Society cannot make any investment, pay for or reimburse any expenses incurred as a result of a fundraising event. This means that the event must pay all expenses prior to remitting the net revenue to the Hawaiian Humane Society.

- The Hawaiian Humane Society is not responsible for any financial loss and may withdraw support of any event should activities be discovered that undermine the Hawaiian Humane Society mission or reputation.
- The Hawaiian Humane Society requires that you send in the revenue to the Hawaiian Humane Society from your event within 30 days of the event.
- Under no circumstances should third-party event revenue and expenses flow through Hawaiian Humane Society books. Only the final net proceeds from the event are to be processed by Hawaiian Humane Society.
- You can send the donations you've collected to the below address. Include a memo indicating this donation is from your event.

Hawaiian Humane Society  
Attn: Special Events  
2700 Waialae Avenue  
Honolulu, HI 96826

- For security purposes, we don't recommend sending cash in the mail. You can drop off cash donations.

**Event Representative**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

**Hawaiian Humane Society**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature