



Event Application

Thank you for considering Ark-Valley Humane Society as a beneficiary of your fundraising activities!

Please complete the following application to tell us about your event. Please keep in mind that the event must meet the following criteria for consideration by the AVHS fundraising committee:

Supporting our mission and mandates:

Ensuring the welfare of companion animals through compassion and care, and maintaining a compassionate animal shelter for all homeless, lost and unwanted pets without regard for time or space.

- Reducing the number of unwanted pets through spay/neuter programs;
- Connecting homeless pets and adoptive homes;
- Offering support services for the prevention of cruelty to animals; and
- Presenting public education for responsible pet ownership.

Additional considerations

- ❖ We're thinly staffed, so event requests must require little to no AVHS staff support.
- ❖ The event is not an off-site adoption event.
- ❖ We generally do not approve AVHS animals to attend events due to stress, logistics and liability reasons.

Applicant Information

First name: _____ Last name: _____

Are you 18 years or older? Yes No

Company name (if applicable): _____

Email: _____

Address line 1: _____

Address line 2: _____

City _____ State _____ Zip _____

Phone _____

Alternate phone _____

Company website (if any): _____

Event information

Name of event (if applicable): _____

Purpose and brief description of event:

Proposed Date of event: _____ Beginning time: _____ Ending time: _____

Location: _____

Does the event location require a rental application and fee? Yes No

Cost of rental: _____

Will you, your company, or any company(ies) also benefit from this event? Yes No

Please explain. _____

How do you plan to promote this event?

E-mail Social Media Newspaper Radio Word of mouth Website

Other: _____

Would you be looking for cross-promotion from AVHS? Yes No

Will you need the use of Ark-Valley Humane Society logo? Yes No

If yes, how will you use the logo?

Event Costs (PLEASE ATTACH AN INCOME AND EXPENSE BUDGET FOR THE EVENT)

\$ _____ Event income expected

\$ _____ Event expenses expected

\$ _____ Net Proceeds to AVHS expected (can be estimate)

Do you anticipate AVHS will incur any expenses as a result of this event? Yes No

If yes, please explain. _____

Partnerships and support needs

Will you need Ark-Valley Humane Society support from staff or volunteers? Yes No

Estimated number of people needed from AVHS: _____

Estimated number of hours needed from AVHS: _____

Please describe the type of support you would need from AVHS _____

Are any other charities involved? Yes No

If yes, please explain other charities' and their involvement:

Will you have event sponsors? Yes No

Will alcoholic beverages be served? Yes No

Is insurance required for this event? Yes No

Have you obtained the proper permits and licenses for your event? Yes No

Please list permits and/or licenses you have or are in the process of acquiring:

Will animals be attending this event? Yes No

Please explain, including types of animals, ownership of animals, and any activities including animals.

Please include any additional information or requests:

Agreement: Ark-Valley Humane Society welcomes fundraising proposals for review, but choosing to submit a proposal does not obligate Ark-Valley Humane Society to enter into a fundraising program with you. Additionally, you should agree to give all funds raised to Ark-Valley Humane Society no later than 30 days after your program has ended. By submitting a fundraising application you agree to assume all risks and liabilities associated with the proposal and hereby release and hold harmless Ark-Valley Humane Society entities, their directors, officers, employees, agents and successors from and against any and all claims, damages, liabilities, costs, and expenses, including reasonable attorney's fees arising out of or in connection with the event, including without limitation any personal injuries or damages to property that may occur in conjunction with your proposal. If Ark-Valley Humane Society agrees to enter into a fundraising program with you, all written, electronic or printed fundraising program materials containing Ark-Valley Humane Society logos or trademarks, before and after your fundraising begins, must comply with Ark-Valley Humane Society's graphic standards and must be submitted to us for approval before circulation.

Print name

Signature

Date: _____

Please submit this document to our outreach coordinator, Emy Luebbering, by email eluebbering@ark-valley.org or by mail at AVHS attn: Emy Luebbering P.O. Box 1335 Buena Vista, CO 81211.