



Third Party Event Guidelines

Thank you for your interest in holding a fundraising event/activity for Open Door Animal Sanctuary (ODAS)! Your efforts will help us rescue, rehabilitate, and rehome more than 1,100 dogs and cats each year and care for the nearly 400 at our shelter we care for each day!

We define events that benefit ODAS, but are not initiated and organized by ODAS staff/leadership, as a “third party event”. These include fundraising events/activities organized by individuals and non-affiliated groups/businesses/organizations. These events require little to no ODAS staff involvement and require no fiduciary responsibility from ODAS.

If you are interested in organizing/hosting a third party event, we ask you (the organizer), review this document and complete the application. This should be done at least six weeks prior to the event. You will be notified within 10 days of receipt of the application if the event/activity is approved.

GUIDELINES IF YOUR EVENT/ACTIVITY IS APPROVED:

- 1) The event/activity must be in agreement and not conflict with the mission of ODAS: to provide homeless cats and dogs with the highest quality of life and a second chance to find a forever family. ODAS reserves the right to accept or decline association with any event, activity, organization, or group for any reason OR withdraw its support from an event/activity if it is determined it undermines our mission or reputation.
- 2) Due to limited resources, ODAS may not be able to provide:
 - Staff for volunteer attendance at the event
 - Adoptable dogs/cats to appear at the event
 - Signage/display materials for the event
 - Promotional support for the event such as mailings/emails/social media promotion or distribution of mailing/contact lists
- 3) The event/activity organizer must provide its own liability insurance to cover the event (if applicable) as well as any necessary permits or licensing.
- 4) ODAS cannot provide its tax exemption number for making purchases related to the event/activity
- 5) The event/activity organizer accepts primary responsibility for all marketing, promotion, coordination, sales, and follow-up.

- 6) ODAS accepts no responsibility for financial debts or loss resultant from the event/activity.
- 7) If your event is approved, ODAS will provide our logo(s) for your promotional use on materials used for that specific event only. ODAS must approve all flyers, mailings, press releases, publications, digital images/documents, and graphics to be used for promotional purposes.
- 8) The event plan and promotions must clearly identify the donation methods/structure/percentage to be donated to ODAS. Both ODAS leadership and event attendees/activity participants must have a clear understanding of the portion of their funding that is a donation (tax deductible/vs. product/service/benefit) and it must be listed as such in the event description/promotions.
- 9) All event/activity revenue must be received at ODAS physical address no later than 30 after the end of the event/activity.
- 10) To insure the donors to the activity/event receive an acknowledgement letter which can be used for tax purposes, checks must be made to ODAS/Open Door Animal Sanctuary and cash donations must be accompanied with a list of donors, their complete contact information, and amount given per donor. Otherwise, cash donations will be listed as an anonymous gift and individual donors will not receive a deduction.
- 11) Do not deposit a lump sum of donations into a personal account and write one check for the entirety of the donation to ODAS.

I have read and agree to follow the above policies and have completed the required application form accurately in regards to the event/activity in which we are planning for the benefit of ODAS.

Signature: _____

Name: _____ Date: _____



Third Party Fundraising Event Application

CONTACT INFORMATION

Applicant/Organization Name: _____

Contact Name (if different than above): _____

Address: _____ City/State/Zip: _____

Phone(s): _____

Email: _____

Website/FB page (if applicable): _____

EVENT INFORMATION

Name of Proposed Event/Activity/Promotion: _____

Type of Event/Activity Promotion: _____

Date(s)/Time(s) to be Held: _____

Location: _____

Fundraising Goal: _____ Est. # of attendees/participants: _____

Description/Additional Details: _____

Are there other organizations partnering with or benefitting from your event/activities? If so, please describe: _____

Please describe your publicity/promotional plans for the event/activity: _____

Why did you choose to support us through your event? _____

AGREEMENT

I certify that the above information is correct and that I have reviewed, agree to, and will abide by Open Door Animal Sanctuary's (ODAS) Third Party Event Guidelines. I understand submission of this form does not obligate ODAS to enter into a fundraising event with me/our organization.

SIGNATURE: _____ DATE: _____

Please return completed application to: Open Door Animal Sanctuary, 6065 Duda Road, House Springs, MO 63051 or to development@odas.org