



Potter League
Enriching Lives

Third Party Fundraising

Thank you for your interest in fundraising on behalf of the Potter League for Animals. We are grateful for the generous support of our friends in the community who share our mission of making a difference in the lives of animals.

Support from third-part fundraising events will benefit the animals and our community by helping the Potter League:

- Provide food and shelter to more than 2,000 animals annually.
- Administer medical exams, behavior evaluations, and spay/neuter surgeries for our animals.
- Support foster care for animals with special needs.
- Reunite lost animals with their owners.
- Offer a comprehensive behavior-training program that benefits the animal and adopter.
- Provide humane education, financial assistance and pet visitation programs.

Our Mission

The Potter League for Animals is dedicated to making a difference in the lives of animals. We promote the humane treatment of all animals and provide shelter and care for lost or unwanted companion animals. Through community education and the fostering of relationships between people and animals, we enhance the animals' future and enrich the human experience.

Potter League for Animals

Located at: 87 Oliphant Lane • Middletown, RI 02842

Mailing Address: P.O. Box 412 • Newport, RI 02840

401.846.8276 • www.potterleague.org



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THIRD-PARTY FUNDRAISING AGREEMENT

The Potter League for Animals has been the fortunate beneficiary of many community activities, which raise the funds necessary to further our mission. Individuals, partnerships, corporations, organizations or any other entity however organized seeking to enter into a third-party fundraising agreement with the Potter League for Animals will be referred to as the Third Party Fundraiser.

To help ensure that volunteer fundraising events are successful, well planned and coordinated with current Potter League events and activities, we ask that you complete and submit a proposal form and include all relevant supporting documents for the Potter League's consideration. The Third Party Event Proposal needs to be submitted a minimum of 30 days prior to the beginning of your planned fundraising activity. You will be notified via e-mail within two weeks of your submission if your proposal has been accepted or declined.

We welcome your phone calls to clarify our requirements so that your application to conduct a third-party event to benefit the Potter League for Animals is complete. Please contact Susan Ryan in our Development Office at (401) 846-0592 ext. 125.

Requirements

1. All third-party fundraising activities benefiting the Potter League for Animals must be approved in writing in advance of the event and its promotion.
2. Any use of the Potter League for Animals name, logo, or visual representations of its animals or facilities must be approved in writing in advance.
3. The Potter League for Animals will not be responsible for expenses incurred by the Third Party Fundraiser.
4. Materials, including but not limited to press releases, public service announcements, electronic marketing, advertisements, printed materials such as posters, brochures, flyers, tickets, invitations, etc., must be approved by the Potter League for Animals prior to their production, distribution, or release.
5. Approved third-party fundraising events must be referred to as "benefiting the Potter League for Animals". They may not be represented as "sponsored by," "conducted on behalf of", or any similar terminology.

6. The individual or organization conducting the Third-Party Fundraiser must prominently disclose to donors the exact dollar amount or percentage of proceeds that will be donated to the Potter League for Animals and, in the case of percentages, whether the percentage is calculated based on gross or net proceeds. The Potter League for Animals *in advance* of the event and its promotion must agree to the amount to be received or percentage of proceeds.
7. Payment of the donated proceeds should be made to the Potter League for Animals within 30 days of the event.
8. The Potter League for Animals prohibits the use of telephone solicitations by Third-Party Fundraiser.
9. Third-Party Fundraiser agrees to obey all federal, state, and local laws and regulations in promoting and conducting third-party activities. It is the responsibility of the Third-Party Fundraiser to know applicable laws and regulations. Securing required permits is the responsibility of the Third-Party Fundraiser.
10. The Potter League for Animals requires Third-Party Fundraiser to furnish a Certificate of Insurance naming the Potter League for Animals as an additional named insured before the event or activity is promoted or conducted. To be acceptable, the Certificate of Insurance must cover all risks associated with the event or activity contemplated and must be issued at limits acceptable to the Potter League for Animals.
11. The Potter League for Animals will make every reasonable effort to ensure a representative from our organization will attend the event or activity, but we cannot guarantee a physical presence.
12. The Potter League for Animals does not share its mailing list with any individual or organization but will consider mailing materials at the third-party's expense on a case-by-case basis.
13. The Potter League for Animals will not be bound by any agreements that are not in writing and executed by all parties.

In consideration of mutual benefits accruing to Third-Party Fundraiser and The Potter League for Animals, the undersigned Third Party Fundraiser agrees this _____ day of _____, 20__ to professionally conduct the fundraising activity to benefit The Potter League for Animals as described in the Third-Party Fundraiser proposal, which is attached.

Authorized Agent Third-Party Fundraiser

Print Name



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Third Party Event Proposal

Thank you for your willingness to raise funds for the animals rescued and cared for by the Potter League for Animals. Please fill out the following proposal and submit it to us via mail or fax. You will be notified if your event has been approved or declined. If you have any questions, please contact Susan Ryan in our Development Department at (401) 846-0592 Ext. 125 or susanr@potterleague.org.

Event Information

Event Name _____

Description (attach an additional sheet if necessary) _____

Date of Event _____ Time of Event _____ Location _____

Number of expected participants _____ Will this be an annual event? _____

Is alcohol involved? _____ If yes, who will be the permittee? _____

What insurance covers the event activities? _____

(Certificate of insurance must be provided prior to event.)

Event Organizer Information

Individual or Organization _____

If an Organization, Name of contact person _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ E-mail _____

Fundraising

How will funds be raised? _____

What amount of money or percentage of the gross revenue will be donated to the Potter League for Animals?
_____ (This amount or percentage must be prominently stated in all publicity for the event.)

Will individual checks be made payable to the Potter League for Animals? _____
(This is required for donation to be tax deductible to the donor.)

When will the Potter League for Animals receive the donations? _____
(A maximum of 30 days is requested.)

Publicity and Promotion

*** All promotional material must be submitted to the Potter League for Animals for its prior approval ***

Do you plan to use the Potter League for Animals name, logo or visual representations? If yes, how will they be used?

Who will handle the publicity/promotions for the event? If different from the Organizer, please provide complete contact information.

Will publicity assistance (i.e. press releases, media) be requested of the Potter League for Animals?
_____ If yes, please provide details: _____

Third-Party Fundraiser signature(s):

Name *Date*

Name *Date*

Please return your completed proposal to:
Potter League for Animals, Development Department, P.O. Box 412, Newport, RI 02840
Or delivered to: 87 Oliphant Lane, Middletown, RI 02842
Fax: 401-367-0122