



**GREAT PLAINS SPCA**  
Heroes for pets. Partners for life.

## COMMUNITY/THIRD-PARTY EVENT APPLICATION

Today's Date: \_\_\_\_\_ Name(s) of individuals planning the event : \_\_\_\_\_

Name of group/organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact(s) phone: \_\_\_\_\_

Contact(s) email: \_\_\_\_\_

Media contact, if not the individual(s) above: \_\_\_\_\_

Event/promotion name and/or type of fundraiser: \_\_\_\_\_

Event date(s): \_\_\_\_\_ Event time: \_\_\_\_\_

Location & address: \_\_\_\_\_

Please provide any additional details/information about the event: \_\_\_\_\_  
\_\_\_\_\_

If tickets are necessary, how do you plan to distribute them? \_\_\_\_\_

Ticket cost? \_\_\_\_\_ Estimate amount/percentage donated to GPSPCA? \_\_\_\_\_

How will revenue be generated through this event (ticket sales, auction, sponsorships)? \_\_\_\_\_  
\_\_\_\_\_

Total estimated donation to GPSPCA: \_\_\_\_\_

Is this event new? If not, share information on prior events including total donation: \_\_\_\_\_  
\_\_\_\_\_

Target audience: \_\_\_\_\_ Expected attendance? \_\_\_\_\_ Open to public: Yes No

How will you promote this event? (invitations, social media, press releases, ads, posters, etc.): \_\_\_\_\_  
\_\_\_\_\_

Promotion start date: \_\_\_\_\_ Promotion end date: \_\_\_\_\_

What needs do you have from GPSPCA (ex. volunteer support, logos, brochures, etc.)? Please describe specific needs and deadlines.  
\_\_\_\_\_

If available, please attach a list of businesses you will be soliciting for sponsorship or in-kind donations:  
\_\_\_\_\_

Are there other beneficiaries of this event? \_\_\_\_\_

If so, what portion of donations will be allocated to Great Plains SPCA? \_\_\_\_\_

Please list other involved organizations. \_\_\_\_\_

Donations collected at the event must be provided to GPSPCA within five days of the event. When should GPSPCA expect raised funds and in-kind gifts to be presented? \_\_\_\_\_

Would you like a formal presentation of funds with photo, logo listed on our website, and social media posting by GPSPCA? (Please note this requires a minimum of \$5,000 pledged donation.) \_\_\_\_\_

Please check boxes acknowledging that you understand the statements below:

- All fundraising proposals must be filed at least one month prior to the proposed promotion or event date in order to be approved by GPSPCA development staff.
- Events must comply with all federal, state and local laws governing charitable fundraising, gift reporting and special events.
- Events in which GPSPCA’s name and/or logo are used must be in accordance with the established style guidelines and approved by our marketing department before distribution. All materials must list our full name as “Great Plains SPCA.”
- “Great Plains SPCA” cannot be used in the title of the event, but may be identified as the beneficiary of the event. For example, Sponsors should not refer to the event as “Great Plains SPCA XYZ Event” but rather “XYZ Event to benefit Great Plains SPCA.”
- The organization and execution of the event is the sole responsibility of the Sponsor. The Sponsor must obtain any necessary permits, licenses and/or insurance, and is responsible for all expenses and debts incurred.
- I understand GPSPCA has to restrict the types of events where adoptable animals make appearances. The environment and conditions must be in the best interest of our animal friends. The number and type of animals available for appearance, as well as the length of the appearance, will be determined by a GPSPCA staff member. Adequate shade and access to water are required to be provided by the event sponsor.
- I have read the GPSPCA Fundraising Events Guidelines and understand what is required for my event to be considered.
- I commit to raising at least the following in monetary or in-kind donations (check one).
 

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  - \$500 – Non-corporate Event
  - \$1000 – Corporate Level 1 Event
  - \$5000 – Corporate Level 2 Event

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Signature of Event Organizer(s): \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO:**  
Great Plains SPCA  
Attn: Marketing  
5428 Antioch Drive, Merriam, KS 66202  
events@greatplainsspca.org