



COMMUNITY/THIRD-PARTY EVENT APPLICATION

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

Name of Sponsor 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? _____ Amount/percentage donated to GPSPCA? _____

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

Target audience: _____ Expected number of attendees: _____ Open to the public? Y N

How will you promote this event? Circle one: Invitations Social Media Press release Advertising Posters

Other (describe) _____

Promotion start date: _____ Promotion end date: _____

What do you need from GPSPCA to support this event? (e.g. volunteers, logos, brochures, etc.) Please describe specific needs and deadlines: _____

Please list any businesses, groups or individuals you will be soliciting for sponsorship or in-kind donations: _____

Are there other beneficiaries of this event? Y N

If yes, what portion of donations will be allocated to GPSPCA? _____

Please list other organizations involved in planning or supporting this event: _____

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

Monetary funds raised at the event will be delivered to GPSPCA via the method(s) described below: (check all that apply)

- Cash
- Check
- On-line donation at <https://www.greatplainsspca.org/donate>

GPSPCA agrees to provide the following. (These require a minimum substantial donation.)

- Social media promotion (specify) _____
- Written collateral
- Formal presentation with photo
- Logo listed on our website

Please check all 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
- 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 GPSPCA prior to distribution of any materials. All material must list the organization's full name as "Great Plains SPCA."
- "Great Plains SPCA" may not be used in the title of the event, but may be identified as the beneficiary of the event. For example, sponsors may not refer to the event as "Great Plains SPCA XYZ Event," 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.
- GPSPCA may 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 GPSPCA. Adequate shade, heat and access to water are required to be provided by event Sponsor. GPSPCA, at its sole discretion, may remove animals from an event during the event if the animal becomes stressed or physically compromised.
- I have read the GPSPCA Fundraising Events Guidelines and understand what is required for my event.
- I commit to raising at least the following in monetary donations (check one).
 - \$500 monetary
 - Other amount greater than \$500 _____

Name of Sponsoring Organization Representative: _____

Signature of Sponsoring Organization Representative: _____

Please return this application to:

Great Plains SPCA
Attention: Events
5428 Antioch Drive, Merriam, KS 66202
events@greatplainsspca.org