



## COMMUNITY/THIRD-PARTY EVENT APPLICATION

Today's Date: \_\_\_\_\_

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

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

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

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

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

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

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

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

Amount/percentage donated to GPSPCA? \_\_\_\_\_

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) \_\_\_\_\_

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

Donations collected at the event must be provided by GPSPCA within 14 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.) This section to be completed by GPSPCA.

- Social media promotion (specify) \_\_\_\_\_
- Written collateral
- Formal presentation with photo
- Logo listed on GPSPCA website

Please check all boxes acknowledging that you understand the statements below:

- 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