



Special Events Application

Thank you for considering **SPCA Cincinnati** as a beneficiary of your fundraising activities. Please complete the following application to tell us about yourself and your event. We will contact you within 5-7 business days with a response.

Event Organizer Details

Today's Date: _____

Who is organizing the event? ☐ Individual ☐ Group/Organization ☐ Company

Group/Organization/Company Name: _____

Contact Name: _____

Contact Email: _____

Address line 1: _____

Address line 2: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Fax: _____ Alternate Phone: _____

Type of Event: ☐ Adoption Event ☐ Speaking Event ☐ Information Booth
☐ Fundraiser (please answer questions in Fundraising section)

Have you or your company/organization worked with SPCA Cincinnati before? ☐ No ☐ Yes

Are you requesting SPCA staff, volunteers, or animals to be on-site at this event? ☐ No ☐ Yes

If yes, please explain the duties the SPCA staff or volunteers will perform: _____

Event information

Name of Proposed Event: _____

Event Website: _____

Date of Event: _____

Time of Event: _____

Venue Name: _____

Event Address: _____

City: _____ State: _____ Zip: _____

Briefly describe your event: _____



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Please complete this section if your event will raise funds for SPCA Cincinnati. Thank you for your support in finding our animals a forever home.

Fundraising Event

Briefly describe why you have chosen SPCA Cincinnati as the beneficiary of your event: _____

Are there other beneficiaries besides SPCA Cincinnati? ☐ No ☐ Yes >> _____

Does your event require a city or state license? ☐ No ☐ Yes ☐ Unsure

Has this event taken place before? ☐ No ☐ Yes >> _____

How will the event be publicized (e.g. press releases, flyers, radio/TV, printed ads)? _____

How much do you anticipate donating to SPCA Cincinnati? ☐ Less than \$500 ☐ \$501-\$999 ☐ \$1,000+

Are any of these fundraising elements involved? (select all that apply)

☐ Donation for goods/services

☐ Auction

☐ Raffle

☐ Admission

☐ Pledges

☐ Sponsorship

☐ Other

Please list any sponsors tied to this event (e.g. corporate, media partners, etc.) _____

This event is: ☐ Open to Public ☐ By Invitation Only

Ticket price (if applicable): \$ _____

If applicable, does your company plan to match the amount you raise? ☐ Yes ☐ No

Special Event Policies and Procedures

The animal welfare agency reserves the right to decline events as an important safeguard in preserving the integrity of the name and reputation of SPCA Cincinnati (hereinafter referred to as "SPCA"), as well as our commitment to donors

Please initial each box to indicate that you accept and understand the policies and procedures set forth by SPCA.

- ☐ Upon approval of your application the event host/organization assumes all risks and liabilities associated with the event and hereby release and hold harmless SPCA, their directors, officers, employees, agents, and successors from and against any and all claims, damages, liabilities, costs, and expenses, including attorney's fees arising out of or in connection with the event, including without limitation any personal injuries or damages to property that may occur in conjunction with your proposal.
- ☐ It is agreed that the event host/organization will notify SPCA of any changes once the application has been approved. SPCA reserves the right to withdraw as beneficiary of the event at any time.
- ☐ All printed and electronic collateral, advertising or other event promotional material using the SPCA Benefiting logo must be approved by SPCA in advance of production and must comply with usage and brand standards. (This includes invitations, posters, flyers, press releases, event shirt design, etc.)
- ☐ In order to provide your donors with important information concerning their contribution, we ask that all promotional materials clearly state the percentage of proceeds (from gross or net proceeds) and/or portion of the ticket price that will benefit SPCA.
- ☐ The event host/organization is responsible for obtaining any necessary permits or clearances required by the government. Please note, most permits/clearances require 60-day advance application.
- ☐ The event organizer must obtain appropriate insurance coverage, if necessary.
- ☐ In the interest of preserving existing relationships, the event host/organization agrees to submit the name of all businesses to be solicited for support, in advance of such solicitation for approval.
- ☐ It is agreed the publicity for your event may not imply sponsorship of any kind by the SPCA. Additionally, SPCA Cincinnati or Hamilton County Society for the Prevention of Cruelty to Animals may not be used in naming your event. For example, "SPCA Cincinnati Golf Tournament" is not acceptable. Instead, the event should be promoted as "Golf Tournament to benefit SPCA Cincinnati." Approved events have permission to use the SPCA Cincinnati logo next to the words "benefit" or "benefiting".
- ☐ SPCA cannot provide funding or reimbursement for event expenses.
- ☐ Events must comply with all federal, state and local laws governing charitable fundraising and gift reporting. All tax receipting issues must be agreed upon and documented before the SPCA approval is given. SPCA may only issue tax receipts for checks made to "SPCA Cincinnati." If your donors send their contributions directly to SPCA, you must first inform SPCA staff of the value of any goods or services the donor received in return for the contribution. Please do not promise any kind of receipt to your donors as issuing an inappropriate receipt can jeopardize SPCA Cincinnati's charitable tax status.
- ☐ The event organizer must seek approval from SPCA to repeat the event each succeeding year. SPCA is authorized to have complete access to all fundraising activities.
- ☐ SPCA is authorized to audit such records and contracts if a question is raised about the event's proceeds at the completion of the fundraiser, or at any time prior as deemed necessary by the SPCA staff.
- ☐ The event host/organization agrees that all proceeds will be mailed or delivered to:
Attention: Megan Roberson, SPCA Cincinnati, 11900 Conrey Road, Cincinnati, OH 45249.

I, _____ agree on behalf of the organization I represent, that if the project I wish to coordinate is approved by SPCA Cincinnati, we agree to abide by ALL of the Special Event Policies and Procedures set forth by SPCA.

Event Name: _____

Event Organizer's Signature: _____ Date: _____