

Host your own **Fundraiser**

Thank you for your interest in planning an event to benefit the Capital Area Humane Society (CAHS)! We are very grateful for the organizations and individuals who help us serve the homeless and abandoned animals of Mid-Michigan. To help ensure your efforts are successful, and to make the best use of our staff resources, we kindly ask that you review our Third Party Event Policy and submit a Third Party Event Request form at least 15 days in advance of your event.

Third Party Event Policy

- The Capital Area Humane Society must approve any event that will be positioned as a fundraiser for CAHS.
- CAHS reserves the right to refuse affiliation with any group or event at any time.
- Third party events and promotions must maintain the integrity of the CAHS brand. In addition, the event and/or promotion must maintain public goodwill and trust, and shall be in compliance with all state and federal laws and regulations.
- Any use of the Capital Area Humane Society name or logo must be approved in advance of the event. CAHS may not be listed as a co-sponsor without prior permission.
- Event organizers must obtain their own liability insurance to cover the event. CAHS is not financially liable for the promotion and/or staging of third-party events.
- The primary contact must be at least 18-years-old, present at the event, and responsible for meeting the Capital Area Humane Society third party event policy. CAHS will not take a leadership role in the planning or implementation of the event.
- All monetary donations and/or items from the event must be turned over to CAHS within two weeks of event completion.
- All promotions, agreements, contracts, and permits required by City Ordinance or otherwise will be the responsibility of the event's primary contact.

Questions? Connect with us!

Samantha Hegeman, Development Manager

(517) 626-6060, ext. 125 | shegeman@AdoptLansing.org



Third Party Event Request

Requests may be submitted by email, mail, or at the shelter. If you have any questions, you may contact Samantha Hegeman at (517) 626-6060, ext. 125, or by email at shegeman@AdoptLansing.org.

Event Name: _____

Date: _____ Time: _____ Number of Expected Participants: _____

Organization: _____

Name of Primary Contact: _____

Phone: _____ Email: _____

Event Location: _____

Address: _____

City: _____ State: _____ Zip: _____

Event Description: _____

Percentage Donated to CAHS: _____ Estimated Donation: _____

Requested Support from CAHS: Please check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> CAHS marketing materials | <input type="checkbox"/> CAHS information table at event |
| <input type="checkbox"/> Promotion on CAHS Facebook page | <input type="checkbox"/> Adoptable animals at event |
| <input type="checkbox"/> Staff representative at event | <input type="checkbox"/> Other: _____ |

I hereby understand and agree to the Capital Area Humane Society Third Party Event Policy.

Signature: _____ Date: _____

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The Capital Area Humane Society's mission is to promote the humane treatment of companion animals through protection, placement, education, and example.