

THIRD-PARTY FUNDRAISING APPLICATION



THANK YOU.

Thank you for your interest in fundraising for the Houston SPCA! We could not do what we do for the animals in our care without the efforts and commitment of compassionate community members like you. We truly appreciate your support and interest!

Please fill out the following application as completely as possible and return to the contact information provided below. Applications are reviewed in the order they were received.

Date submitted: _____ Organization Name (if applicable): _____

Contact Name/Title: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____

Company website (if applicable): _____

Event Name (if applicable): _____

Event/Activity Description: _____

Proposed Date(s): _____ Time(s): _____

Location & Address: _____

Please describe how your event will generate revenue for The Houston SPCA: _____

Ticket sales/Entry fee? _____ Drawing? _____ Auction? _____ Donation drive? _____

Other (please explain): _____

Will the event be open to the public? Yes No Projected revenue: _____

If generating income through ticket sales or entry fees, please specify what amount or percentage will be donated to the Houston SPCA: _____

Please note that this must be clearly disclosed in all print/electronic materials that promote or advertise your fundraiser.

Do you anticipate this being an annual event? Yes No

Have you organized a Houston SPCA Third Party Fundraising Event previously? Yes No

If yes, briefly describe the event: _____

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How much money was raised? _____

Please make appearance requests three business weeks in advance. Due to limited staffing, requests for appearances will be handled on a case-by-case basis and cannot be guaranteed.

Please specify appearance request:

_____ Display booth with volunteers

_____ Presentation representative

_____ Representative to accept event donation

Other: _____

Please request collateral materials one business week in advance of pick-up at Houston SPCA or electronic transmission. Please indicate materials requested and the number of items, if applicable:

Donation envelopes: _____

Houston SPCA logos: _____

Other (please specify): _____

Due to the volume of requests we receive, our own fundraising events, media schedule, privacy policy and limited staffing, we are unable to provide:

1. Advertising on the home page of our website to your website
2. Volunteers or staff to help run your event
3. Funding to start up or pay for any of your fees or costs, nor can we provide fee waivers or discounts
4. Adoptable animals at the event unless it is part of our target adoption audience, our mobile adoption bus is available, and our staff approves the venue and staffing is available
5. Mailing lists, email addresses or contact information of our donors or adopters, as this is protected information under our privacy policy

Please return your completed form to:

Anne Wilburn, Coordinator of Donor Relations
Houston SPCA
7007 Old Katy Road
Houston, TX 77024
awilburn@houstonspca.org
Phone: 713-869-7722 ext 141

The Houston SPCA (Tax ID number 74-1287171) is an independent, private, nonprofit organization that receives no funding from the government, United Way or other animal welfare organizations, and is not affiliated with the ASPCA.

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