



### THIRD-PARTY EVENT GUIDELINES

Thank you for your interest in supporting the mission of the Humane Society of Summit County (HSSC). Your efforts will allow the Humane Society of Summit County to continue our mission to serve our community by caring and advocating for vulnerable animals and enriching the lives of pets and people.

Third-Party Events are those events or activities hosted by individuals or organizations for the benefit of HSSC by raising funds or supplies for the animals we rescue.

All Third-Party events must be financially self-sustaining without financial risk to HSSC.

To assist you in planning your event to raise awareness and funds for HSSC, we have developed the following guidelines for your fundraiser. If you wish to sponsor a special event or promotional campaign to benefit HSSC, please complete the Event Planning Form at least 45 days prior to your scheduled date to be reviewed and approved. Until the event has been approved, no public announcements can be made, and the event should not be promoted in any way.

#### Insurance and Liability

- Humane Society of Summit County cannot provide liability insurance or coverage for your event.
- Humane Society of Summit County cannot accept responsibility or liability of any kind for any activity or action resulting from your efforts or those of your organization on behalf of HSSC.
- It is understood that you are acting as a separate independent contractor and are in no way affiliated with the Humane Society of Summit County.

#### Our Limited Resources Make It Impossible to Promise the following:

- We are unable to assist with your events as our staff are working year-round in support of our community-wide events.
- We cannot guarantee on-site staff or volunteer support at your event.
- We cannot pull a permit to serve alcohol for your event.
- We cannot extend our tax exemption to you or provide insurance coverage for your event.
- We cannot provide giveaways or prizes for silent auctions.
- We cannot provide funding or reimbursement for event expenses.
- We cannot solicit sponsorship revenue for your event.

Support from HSSC may include:

- Social Media post to promote the event (including nature of donation, date of the event/promotion). Social Media post will be at the beginning of the month of your event date and will be posted with other fundraising events taking place to benefit HSSC.
- Use of the Humane Society of Summit County logo in promotional materials (with permission).
- One email dedicated to the event listing.
- Other promotional opportunities as determined in collaboration with the organizer.
- We maintain the privacy of our donors but are happy to inform them, when possible, of all upcoming events to benefit the Humane Society of Summit County.
- Mobile Adoption Center (MAC) may be offered for events. Please call for details.

Any printed or web materials you create that use the Humane Society of Summit County name or logo must be approved. Please provide all publicity materials in advance to:

Michelle Kane  
Events Coordinator  
234-264-5043  
[mkane@summithumane.org](mailto:mkane@summithumane.org)