



THIRD PARTY FUNDRAISING GUIDELINES

Thank you for choosing to Raise Funds for PAWS. If you wish to help raise funds or increase awareness of the rights and roles of Assistance Dog Teams by holding a Third Party Event with the proceeds being donated to Paws With A Cause®, we ask you follow these policies and procedures

POLICIES:

Paws With A Cause welcomes special fundraising and promotional events sponsored by outside individuals/organizations on its behalf. Such events or promotions must be consistent with the Paws With A Cause mission statement.

Third Party Fundraising Events can be defined as any fundraising initiative brought forward by an individual(s), community group, service club, or business external to Paws With A Cause who wishes to raise money and/or awareness through a planned activity that is designed, managed and financed by the external participants.

By taking on a Third Party Fundraising project, you assume the responsibility of creating the event with minimal assistance from Paws With A Cause. PAWS® Development staff and resources are dedicated to PAWS major special events each year. The nature of Third Party Fundraising events limits PAWS because we cannot schedule, budget nor predict a reliable source of revenue from such events. Therefore, PAWS reserves its resources for their own special events and fundraising efforts.

Third party events must have monetary and other benefits to the organization and must include one or more of the following:

- A) Support of the organization's mission
- B) Create public awareness for Paws With A Cause and/or disability awareness
- C) Encourage volunteerism



THIRD PARTY FUNDRAISING GUIDELINES

PRELIMINARY GUIDELINES:

Fundraisers which benefit Paws With A Cause should be run by organizations or individuals that are financially responsible, of well-established reputation and motivated by a genuine desire to help Paws With A Cause to further our mission.

As a result of your association with Paws With A Cause, all activities, both positive and negative, reflect not only on your event but also on Paws With A Cause. Therefore, if an outside business, organization, club, group or person wishes to sponsor a special event or promotional campaign to benefit PAWS the following guidelines must be adhered to:

1. Any use of the name of logo of Paws With A cause must be agreed upon prior to the launch of the event. This includes, but is not limited to, all promotional materials including brochures, flyers, advertisements, publicity, scripts, posters, invitations or media communications. Paws With A Cause's logo is a registered trademark and cannot be legally reproduced without permission.
2. Any contact with the media must be coordinated with Paws With A Cause. Please contact Deb Davis at ddavis@pawswithacause.org to do so.
3. The event will be promoted in a manner to avoid statement or appearance of PAWS endorsing any product, firm, organization, individual or service.
4. The full and proper name of Paws With A Cause® must be used.
5. Paws With A Cause is a non-profit tax-exempt organization. PAWS cannot provide copies of our tax-exempt certificate to non-employees.
6. PAWS is unable to post fliers or other information about your event in any of our facilities.
7. PAWS is unable to place fliers or other information about your event in any of our mailings, packets, folders, or other activities.
8. When promoting the event, please ensure that all written materials, the words "All Proceeds go to Paws With A Cause" appear.
9. Organizers must identify any businesses or individuals to be contacted for solicitation, so that PAWS can avoid duplicated efforts. One must have permission from PAWS prior to soliciting any businesses or individuals in Paws With A Cause's name. It is imperative



THIRD PARTY FUNDRAISING GUIDELINES

that we do not duplicate efforts so that we do not risk insulting or offending potential donors.

10. When soliciting any donation on behalf of Paws With A Cause, please identify yourself as “coordinating an event to benefit Paws With A Cause.” This information must be made explicitly clear in promotion of an event or campaign.
11. Paws With A Cause will incur no costs or losses on behalf of the third party organizer unless agreed to, in writing, prior to the event.
12. All staffing of the event will be the responsibility of the organizers, unless agreed to in writing, prior to the event.
13. Paws With A Cause will not solicit participation from our clients, volunteers, or supporters beyond potentially notifying them of the event details and inviting them to participate.
14. Paws With A Cause does not provide any information in regard to its corporate sponsors, donors and supporters for solicitation purposes. Rather, PAWS agrees to promote the event, at our discretion and when appropriate, through exposure in PAWS e-News and other communications.
15. Third Party requirements involving licenses and fees must conform to government regulations. Adequate time must be allocated.
16. You may want to inquire about obtaining liability insurance for your event. Please note that Paws With A Cause’s insurance policy does not cover Third Party Events. Paws With A Cause must not be party to any liability coverage without prior knowledge and approval.
17. All money, records and requests for receipt for income tax must be turned over to Paws With A Cause within thirty (30) days following the event. In order for Paws With A Cause to generate a tax receipt, donor information must be clear and complete.
18. The sponsoring person/organization agrees to handle all monetary transactions for the special event or promotion and to present the proceeds to Paws With A Cause within thirty (30) days of the completion of the event or as agreed in writing by Paws With A Cause. Attached to the payment, should be a list of donors and donations of materials and suppliers.



THIRD PARTY FUNDRAISING GUIDELINES

19. The use of Paws With A Cause facilities, as part of third party fundraising initiatives will be at the sole discretion of the Paws with A Cause Development Team and/or Senior Management.
20. Paws With A Cause will not loan Breeding Stock Dogs, Foster Puppies, Demo Dogs or Dogs in training under any circumstances.
21. If circumstances warrant, Paws With A Cause may at any time through any of its directors, officers or senior administrators, direct you to cancel the activity. If so directed, you agree to cancel the activity and release Paws With A Cause, and its directors, officers, senior administrators, employees, Board Members and volunteers from any and all liability and connection to such action.



THIRD PARTY FUNDRAISING GUIDELINES

WHAT YOU CAN EXPECT FROM PAWS, AT OUR DISCRETION AND WHEN AVAILABLE/APPROPRIATE:

1. Promotional materials such as brochures, flyers, newsletters, etc.
2. Promotion on the Paws With A Cause Facebook Cause page
3. Organizational representation at your event (as available), **but keep in mind we will not loan PAWS dogs.**
 - a. Staff
 - b. Foster Puppy Raiser
 - c. Field Representative
 - d. Volunteer
 - e. Client
4. Giveaways (as available)