



Willamette Humane Society

Community Partnership and Event Proposal

Thank you for your interest and offer to support the animals of Willamette Humane Society! This form must be completed in full and submitted for approval at least 30 days in advance for an event, or 14 days in advance for all other fundraisers or donations drives. In addition, we require at least 30 days notice for shelter staff, volunteers, and/or animals to be on-site at your event.

For questions about this form or shelter partnerships, please contact Erin Weldon, Development Coordinator, by email at erin.weldon@whs4pets.org or by phone at 503-585-5900 (ext. 304).

PART 1: GENERAL INFORMATION

Group or Company Name:	
Mailing Address:	
Email Address:	Phone Number:
Website:	
Primary Contact Name:	
Contact's Email Address:	Contact's Phone Number:
Does your organization/business require a W9 from WHS? <input type="checkbox"/> YES <input type="checkbox"/> NO	

HOW TO FILL OUT THIS PROPOSAL

If you would like to partner with Willamette Humane Society for a **specific event**, such as a benefit dinner or community fair, please complete parts two and four of this form.

If you would like to host a **fundraising or donation drive only**, such as a pet supply drive at your school or employer, please complete parts three and four of this form.

If your **event includes an additional fundraising or donation drive component**, such as a pet supply drive hosted at the event, please complete all parts of this form.

Please note this form is not meant for adoption events. If you are interested in teaming up with Willamette Humane Society for an adoption event, please call our Customer Care Manager at 503-585-5900 (ext. 321).

PART 2: EVENT INFORMATION

Event Name:		Event Date:
Set-up Time:	Start Time:	End Time:
Location/Venue:		Circle One: <i>Indoor</i> <i>Outdoor</i> <i>Both</i>
Venue Address:		
Venue Website:		Event Website:
Expected Attendance:	Other Participating Organizations:	
Description of the Event <i>(Type of event and agenda, target audience, goals, etc.):</i>		
How will Willamette Humane Society be involved during the event?		
How do you plan to promote this partnership or event to maximize attendance?		
Do you request WHS staff or volunteers in attendance? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, what are the preferred arrival and departure times?		
If yes, what items will you provide? <i>(Table, tent, WiFi, power, etc.)</i>		
Are you interested in having shelter animals in attendance? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, circle one: <i>Cats</i> <i>Dogs</i> <i>Both</i>	Preferred arrival and departure times?	
If yes, describe how the animals will be involved in the event:		
If yes, what items will you provide? <i>(Water and bowls, fans, etc.)</i>		
Other notes or information:		

PART 3: FUNDRAISING OR DONATION DRIVE INFORMATION

Campaign Name:	
Start Date:	End Date:
Campaign Website, if applicable:	
Other Participating Organizations:	
Description of Campaign <i>(Type of fundraiser, how people participate, collection process, etc.):</i>	
How will Willamette Humane Society be involved with this campaign?	
How do you plan to promote this partnership, drive or fundraiser to maximize participation?	
What is the dollar amount or number of supplies you anticipate collecting?	
Other notes or information:	

If there is an event in addition to your fundraising or donation drive, such as a reception or post-campaign party, that you would like a shelter representative or adoptable pets to attend, please complete PART TWO of this form as well.

PART 4: PARTNERSHIP EXPECTATIONS AND INFORMATION

We greatly appreciate the support of all community partners—thank you for your interest! Please carefully review the below information and agreement before submitting your proposal. All proposals must be completed and signed before we are able to consider them for approval.

If you have any questions, please contact Erin Weldon, Development Coordinator, by email at erin.weldon@whs4pets.org or by phone at 503-585-5900 (ext. 304).

APPROVAL PROCESS

All complete proposals will be reviewed by the Willamette Humane Society Development team within 10 days of submission. We evaluate proposals based on the scope and complexity of the event, as well as our ability to provide the resources requested to make the event successful. As a community-supported nonprofit with limited resources, we make the decision to prioritize involvement in events based on the intended outcome.

Some questions we consider when reviewing a proposal include:

- *Will this event increase awareness for the shelter mission?*
- *Is there potential to generate substantial contributions for the shelter?*
- *Does Willamette Humane Society have the staff time and resources to participate in the partnership, particularly in the case of an event?*

ANIMALS

The comfort, care, and happiness of our animals always remains Willamette Humane Society's top priority. Please be aware and understanding of the need to restrict the terms under which adoptable animals are present. The environment and conditions must be in the best interest of our animal friends. Adequate shade and access to water are required. Humane society staff reserve the right to determine the number and types of animals available, as well as the length of the visit up to and at the event.

PROMOTION

All publicity and media outreach materials, printed materials, and other promotional efforts need to be approved by Willamette Humane Society prior to distribution. In addition, all communications must be clear that the event or sale is not sponsored by or officially sanctioned by WHS. Use of the graphic WHS logo is permitted only with permission. We are happy to support promotion of the event through WHS communication channels if the following guidelines are met—with some exceptions:

- With a commitment of \$250 (monetary or in-kind value), or equivalent community reach, WHS will post one announcement on social media (anticipated reach of 28,000+).
- With a commitment of \$750 (monetary or in-kind value), or equivalent community reach, WHS will share one announcement on social media, plus an a mention in an upcoming email campaign (anticipated combined reach of 45,000+).

DONATIONS

Please submit all donations raised in the name of Willamette Humane Society within 30 days. If you would like to present your check to the shelter in person, please contact Erin Weldon at erin.weldon@whs4pets.org or 503-585-5900 (ext. 304) to arrange a time.

Willamette Humane Society follows the cause-related marketing fundraising standards established by the Better Business Bureau's Wise Giving Alliance. A sponsor should clearly disclose in detail how WHS benefits from the sale of products or services when it is stated or implied that WHS will gain from a sale or transaction. Under the BBB standard, any solicitation, request, or ask you make on behalf of Willamette Humane Society should disclose the following:

- The actual or anticipated portion of the purchase price that will benefit WHS (e.g., \$5.00 will be contributed to the WHS for every Widget Company product sold or \$3.00 for each person participating in the activity).
- The duration of the campaign (e.g., for the month of October, for the year or for this event only).
- Any maximum or guaranteed minimum contribution (e.g., minimum contribution of \$100 or up to a maximum of \$1,000).

For example, you might say "Come to our event! \$5 from every ticket sale (up to \$500) will be donated to WHS." But a statement like this would be too vague: "Purchase tickets to our event! Proceeds go to WHS." This standard also applies to free events where attendance or participation might be influenced by a promised contribution to WHS.

AGREEMENT

I individually, or as a representative of the above named business or organization, agree to the above requirements and hereby fully release and agree to hold harmless Willamette Humane Society and its affiliates, their Officers, Directors, Trustees, agents, employees, volunteers and representatives, successors and entities, together with their insurers, of and from any and all liability, claims, damages, expenses or causes of action for any reason. I also understand that Willamette Humane Society retains full rights to decline or end the partnership at any time as the organization sees fit.

PARTNERING ORGANIZATION REPRESENTATIVE:

Signature	Printed Name	Date
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WILLAMETTE HUMANE SOCIETY REPRESENTATIVE:

Signature	Printed Name	Date
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Completed and signed proposals can be submitted by email to Erin Weldon, Development Coordinator, at erin.weldon@whs4pets.org. You can also drop off or mail your proposal packet to:

Willamette Humane Society
Attn: Erin Weldon
4246 Turner Road SE
Salem, OR 97317

COMMUNITY PARTNERSHIP REVIEW (FOR INTERNAL USE ONLY)

Date Received:	Circle One: <i>Approved Declined</i>	Date:
Primary Shelter Contact(s):		
Fundraising Goal:	Number of Staff and Volunteers Needed:	
Number of Animals Needed?	Circle Applicable: <i>Dogs Cats Kittens Puppies</i>	
Promotional Material Approved by Communications Manager? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date:
Promotion Required? Check all the apply: <input type="checkbox"/> <i>Social Media</i> <input type="checkbox"/> <i>Newsletter Mention</i> <input type="checkbox"/> <i>Website Feature</i> <input type="checkbox"/> <i>Dedicated Email Blast</i> <input type="checkbox"/> <i>Website Event Calendar Listing</i> <input type="checkbox"/> <i>Other—Include Details Below</i>		
Money Raised/Items Collected:	People Reached:	
Are we interested in working with this partner again? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Volunteers confirmed with Volunteer Department? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date:
Notable outcomes and benefits (<i>adoptions, volunteer recruitment, etc.</i>):		
Other notes or information:		