



Third-Party Fundraiser Guidelines

Thanks for your interest in helping the San Antonio Humane Society (SAHS) by raising funds that will support our mission. We greatly appreciate your time and generosity in coordinating a fundraiser to benefit our organization. We have put together a formal program that will assist you in your efforts.

What is a Third-Party Fundraiser?

A third-party fundraiser is hosted by an unaffiliated group, company, organization, or individual whose proceeds benefit the SAHS. The fundraiser is organized and held by the third-party without any financial support from the SAHS, as well as minimal to no staff involvement.

While we are supportive of such third-party fundraisers, it is important that they be approved by the SAHS in advance and the guidelines outlined in this document are followed.

Our Guidelines:

1. Applying for a Third-Party Fundraiser:

- a. The third-party should submit a Proposal Form no less than one month prior to the planned fundraiser.
 - i. The SAHS reserves the right to support or decline any proposal. We review the proposal to ensure it aligns with our organization's goals, values, mission, and objectives.
 - ii. We do not approve fundraisers related to raffles or events that would be held in close proximity to SAHS sponsored events/activities.

2. Expenses:

- a. Any and all expenses associated with the fundraiser are the sole responsibility of the third-party.
- b. The SAHS is not responsible for any expenses associated with the fundraiser, to include any related taxes.

3. Marketing and Media:

- a. All promotional materials must state the percentage of proceeds that will benefit the SAHS.
- b. All promotional materials must state donations are not tax-deductible, unless donation is made directly and entirely to the SAHS.
- c. In order to use any SAHS logos or our name, you must seek approval of the promotional material proposed at least one month prior to distribution/use.
- d. Any press or other media must be coordinated, in advance, with the SAHS.

- e. The SAHS will provide social media support for the fundraiser if the third-party guarantees a minimum donation of \$1,000. This support will be at the sole discretion of the SAHS and is subject to availability in our social media schedule.

4. Materials:

- a. We may, at our sole discretion, provide official marketing materials for you to share with participants of your fundraiser.

5. Proceeds:

- a. The third-party must state terms of donation that the SAHS can expect (e.g., 100% of proceeds will benefit the SAHS).
- b. All proceeds collected must be submitted to the SAHS within 30-days of the fundraiser.
- c. Donations are tax-deductible, only if payment is made directly to the SAHS.
 - i. Receipts can only be provided to donors if their checks are made payable to the SAHS. The check will represent a 100% donation to the SAHS and cannot be split or shared with the third-party.
 - ii. Cash donations must be received with a list of donors, their address and amount of donation. If such list is unavailable, the donation will be deemed anonymous.

6. Staffing by SAHS Employees or Board Members:

- a. If the third-party guarantees a minimum donation of at least \$1,000 and a platform which to speak, the SAHS will provide a staff member at the fundraiser for a maximum of 2 hours.
- b. If the third-party will not provide a guarantee, staffing will be provided at the sole discretion of the SAHS.

7. Next Steps:

- a. Complete the Third-Party Fundraiser Proposal Form.
- b. Request the form by emailing our Development Team at development@sahumane.org. Alternatively, you can mail it to us at 4804 Fredericksburg Road, San Antonio, TX 78229.
- c. Once submitted, we will respond in writing within two weeks.

**THANK YOU FOR YOUR INTEREST IN HOSTING A FUNDRAISER
FOR THE BENEFIT OF THE
SAN ANTONIO HUMANE SOCIETY!**