



**pasadena humane society & spca**  
open door. dedicated care.

## **Community Fundraiser Guidelines**

Thank you for considering the Pasadena Humane Society & SPCA as a beneficiary of your fundraising activities. Please review the following guidelines and policies prior to submitting your community fundraiser application.

### **1. Community Fundraiser Application**

- Your community fundraiser coordinator should contact PHS in a timely manner (preferably four to six weeks prior to the community fundraiser date) to seek guidance and request resources. A Community Fundraiser Application must be completed and approved prior to conducting a community fundraiser for the Pasadena Humane Society & SPCA.
- PHS reserves the right to decline association with any community fundraiser or organization for any reason, including its belief that such an association may have a negative effect on the credibility and/or reputation of the Pasadena Humane Society & SPCA.

### **2. Community Fundraiser Promotion**

- Approved community fundraisers must be promoted and conducted in a manner that avoids the appearance of the PHS endorsing any product, firm, organization or service.
- The official logo of PHS should be appropriately used in conjunction with such a community fundraiser and may not be altered in any way. Any use of the PHS logo must adhere to established graphic standards. Please see Guidelines for using the PHS name and logo for complete rules.
- Due to commitments we have to our donors, PHS does not provide its database or any donor information for promotion of a community fundraiser. Depending on the community fundraiser, it may be promoted in the weekly email to our donors with information on how to participate.

- All sponsor solicitations for the community fundraiser must be approved by and coordinated with the PHS prior to approaching any individual, corporation or foundation for this purpose.

### **3. Community Fundraiser Requests**

- Please remember that while our staff is happy to provide advice and guidance, we do not have the personnel to handle the organizational and administrative aspects of a community fundraiser.
- Requests for adoptable pets and/or PHS staff to appear at a community fundraiser will be reviewed by PHS on a case-by-case basis.

### **4. Community Fundraiser Proceeds**

- You must notify PHS if another organization also will benefit from this community fundraiser or promotion.
- PHS cannot make any investment, pay for or reimburse any expenses incurred as a result of a fundraising community fundraiser. This means that the community fundraiser must pay all expenses prior to remitting the net revenue to PHS.
- PHS is not responsible for any financial loss and may withdraw support of any community fundraiser should activities be discovered that undermine the Pasadena Humane Society & SPCA mission or reputation.
- PHS asks that you send in the revenue to the Pasadena Humane Society & SPCA from your community fundraiser within 30 days.

Please contact Milena Warns, Special Events Coordinator, at [events@phsspca.org](mailto:events@phsspca.org) or (626) 792-7151 ext 167 with any questions regarding a community fundraiser benefiting the Pasadena Humane Society & SPCA.