



pasadena humane society & spca

Community Fundraiser Guidelines

Thank you for considering the Pasadena Humane Society & SPCA (PHS) 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 must be approved prior to conducting the event.
- 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 PHS.

2. Community Fundraiser Promotion

- Approved community fundraisers must be promoted and conducted in a manner that avoids the appearance of 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 ask the Special Events Coordinator for the highest quality and current PHS name and logo before any materials are produced.
- 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 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 community fundraiser. This means that the business must pay all expenses prior to the community fundraiser from their own budget, and not from the community fundraiser revenue.
- PHS is not responsible for any financial loss and may withdraw support of any community fundraiser should activities be discovered that undermine the PHS mission or reputation.
- PHS asks that you send in the revenue to PHS within 30 days. Please address the envelope as follows:

Pasadena Humane Society & SPCA
Attn: Special Events Coordinator
361 S. Raymond Ave
Pasadena, CA 91105.

Please contact Charlotte Miles, Special Events Coordinator, at cmiles@pasadenahumane.org (626) 792-7151 ext. 284 with any questions regarding a community fundraiser benefiting the Pasadena Humane Society & SPCA.