

COMMUNITY FUNDRAISER GUIDELINES

Thank you for considering Pasadena Humane as a beneficiary of your fundraising activities. Please review the following guidelines:

- Contact Pasadena Humane in a timely manner (preferably four weeks prior to the community fundraiser date) to seek guidance and request resources.
- Pasadena Humane 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 their credibility and/or reputation.
- Approved community fundraisers must be promoted and conducted in a manner that avoids the appearance of Pasadena Humane endorsing any product, firm, organization, or service.
- The official logo of Pasadena Humane should be used appropriately. Any use of the logo must adhere to established graphic standards. Please ask the Special Events Manager for the current logo before any materials are produced.
- Due to commitments we have to our donors, Pasadena Humane does not provide its database or any donor information for promotion of a community fundraiser.
- 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 staff to appear at a community fundraiser will be reviewed by Pasadena Humane on a case-by-case basis.
- Pasadena Humane cannot make any investment, pay for, or reimburse any expenses incurred as a result of a community fundraiser.
- Pasadena Humane asks that you send in the revenue to the Philanthropy Department within 30 days. Please address the envelope as follows:

Pasadena Humane
Attn: Special Events Manager
361 S. Raymond Ave.
Pasadena, CA 91105

Please contact Charlotte Lacey, Special Events Manager, at clacey@pasadenahumane.org or **626.792.7151** ext. **284** with any questions.



PASADENA HUMANE

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