THE ANTI-CRUELTY SOCIETY

A Commitment to Caring *Since 1899*

Special Event Guidelines

For Those Who Want to Help Our Animals

The Anti-Cruelty Society is Chicago's largest and oldest, private, 501(c)(3)non-profit, open-admission humane society providing comprehensive programs and services to further our mission of building a community of caring by helping pets and educating people.

Our Philosophy: At The Anti-Cruelty Society we believe:

In an open door policy – we will not turn away any animal in need
There are no time limits placed on any animal in our care
That no healthy or rehabilitatable pet should be euthanized
The key to pet overpopulation is sterilization
That education can prevent cruelty, abuse and neglect and promote responsible pet ownership
If an animal's quality of life is severely compromised, euthanasia is the humane alternative

Our programs and services include: Cat and dog adoptions, low/no-cost spay/neuter clinic opened to the general public, cruelty and abuse investigation and rescue, humane education programs for children and the community, dog training classes, a free behavior hotline, charity veterinary clinic, short-term accommodations for emergencies providing temporary housing for pets whose owners are involved in crisis situations such as, domestic violence, medical emergency, fires, floods, and foreclosure.

In order to assist you in planning your event to raise awareness and funds for The Anti-Cruelty Society, we offer the following guidelines for your fundraiser. We ask that if you use our name for your fundraising activities, you follow our guidelines and complete the attached forms.

Please complete the Event Planning Form at least 45 days prior to the scheduled event date to allow time for review and approval. Until you receive notice that the event has been approved by The Anti-Cruelty Society, no public announcements can be made and the event should not be promoted in any way.

Insurance and Liability:
The Anti-Cruelty Society cannot provide liability insurance or coverage for your event. The Anti-Cruelty Society cannot accept responsibility or liability of any kind for any activity or action resulting from your efforts or those of your organization on behalf of The Anti-Cruelty Society. It is understood that you are acting as an independent contractor and are in no way affiliated with The Anti-Cruelty Society.

The Anti-Cruelty Society is happy to provide assistance for your fundraiser as follows:

- We will provide suggestions via phone and e-mail for possible events.
- We will allow your event to use our logo and supply the logo via a jpeg file* (or other if needed).
- We will provide your event with The Anti-Cruelty Society's printed materials and information when available.
- We will provide you, if needed, a proof of our 501(c) (3) non-profit status.
- We will, if possible, send a representative from The Anti-Cruelty Society to your event.
- We will work with you to promote your event when possible.

Our limited resources make it impossible to promise the following:

- We cannot guarantee on-site staff or volunteer support at your event. We have multiple events throughout the year often on the same day or weekend.
- We cannot extend our tax exemption to you or provide insurance coverage for your event.
- We cannot provide giveaways or prizes for silent auctions.
- We cannot provide funding or reimbursement for event expenses.
- We cannot solicit sponsorship revenue for your event.
- We maintain the privacy of our donors but are happy to inform them, when possible of all upcoming events to benefit The Anti-Cruelty Society.

Business Solicitations:

The Anti-Cruelty Society relies on the generosity of local businesses throughout the year to provide vital support for our work. If your event plan includes soliciting local businesses for either cash or in-kind sponsorship, please include a copy of your prospective list with your Community Event Planning Request. Your prospect list will be reviewed by the Vice President of Development to ensure your solicitations do not conflict with existing relationships or development plans.

*Any printed or Web site materials that you create that use The Anti-Cruelty Society name or logo must be approved by the Vice President of Development. Please provide copies of all publicity materials along with your Event Planning Form.

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Community Event Planning Request

Name of sponsoring/hosting individual, company or organization:

_____

Contact Name:_____ Phone: _____

Address:_____

City:_____ State:_____ Zip:_____

Email:_____ Fax:_____

Company Web site:_____

Describe your fundraising event:

_____

_____

_____

_____

Date of event: _____/_____/_____ Rain date: _____/_____/_____ (if applicable)

Start time of event: _____ End time of event: _____

Location of event: _____

Are you requesting that with attend with adoptable animals? ☐ Yes ☐ No

Expected attendance: _____ Expected revenue generated:_____

Target audience:_____

Are you requesting donations of food and supplies? ☐ Yes ☐ No (if yes, we will provide you with our Wish List).

Have you or your organization ever hosted this event before? ☐ Yes ☐ No
If yes, when ____/____/____

How do you plan to promote the event:_____
_____
_____

If applicable, please describe your plan for handling fees and donations:_____
_____
_____

If applicable, please list any other organizations benefiting from your event:_____
_____
_____
_____

Please attach the following:

☐ a copy of the event budget (include revenue, expenses, and planned proceeds
☐ a list of any companies you plan to solicit for donations and/or sponsorships

_____ _____
Signature of Contact Person Application Date

We are grateful for your desire to help the animals through The Anti-Cruelty Society. On behalf of all the animals, the staff, the volunteers, and the board of directors, thank you so much!

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Agreement of Responsibility

I/we understand that The Anti-Cruelty Society accepts no liability of any kind for activity or actions resulting from the efforts of you or your organization on behalf of The Anti-Cruelty Society. I/we agree to allow The Anti-Cruelty Society to approve any written copy, printed material and promotional items using The Anti-Cruelty Society name and logo, prior to distribution. I/we understand that the event and any activities involved in the event must be in keeping with the mission of The Anti-Cruelty Society. I/we agree to indemnify and hold The Anti-Cruelty Society harmless for any claims for damages or injuries. It is agreed that all of the terms and conditions of the Special Event Guidelines are incorporated herein as if rewritten.

_____ _____
Signature of Organization Representative Date

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Community Event Contribution

Name: _____ Company Name: _____

Address: _____

City:_____ State: _____ Zip Code:_____

Event Name: _____ Event Date:_____

Location of Event:_____

Number of Participants: _____ Total Donation:_____

Comments:

_____

_____

_____

Please return with your contribution to:
Attn: Emily Ledergerber
The Anti-Cruelty Society
157 W. Grand Avenue
Chicago IL 60654