

# **CCHS Third-Party Fundraising Agreement**

**Thank you selecting Carteret County Humane Society as the beneficiary of your fundraiser.**

**Through this partnership, together we can make an impact helping homeless animals of the Crystal Coast.**

**We welcome and greatly appreciate requests from individuals, organizations, and corporations (“Host”) to host fundraisers, special events, sales promotions, or donation drives on behalf of Carteret County Humane Society (“CCHS”).**

**A third-party fundraiser is when a business, organization, community group, school or individual plans and hosts a program or an event that benefits CCHS. It is planned and executed independently of Carteret County Humane Society.**

## **TERMS AND CONDITIONS**

### **General**

- All fundraisers which benefit CCHS must be aligned with our mission.
- To protect the privacy of CCHS donors and to continue to be good stewards of your contributions, we maintain the following policy: Donations made to a third-party fundraiser will remain confidential unless the donors choose to share the information with HOST. If requested, donation totals can be provided by CCHS.
- All third-party fundraisers must be publicized and conducted in a manner that makes it clear that CCHS is the beneficiary, not the fundraiser, organizer, sponsor, or host.
- *CCHS Does Not Permit the Following*
  1. Events that do not comply with Carteret County Humane Society mission and/or programmatic activities.
  2. Use of professional or contracted third-party fundraisers or activities that raise money on commission.
  3. Events that involve gambling, drugs, hate speech, sexual content, or the over-indulgence or irresponsible consumption of alcohol.
  4. Promotion of the event to our mailing lists.
  5. Events that involve the promotion or support of a political party or candidate, or those which appear to endorse a political activity.

**Role of CCHS**

- CCHS assumes no legal or financial liability associated with third-party fundraisers.
- CCHS is not responsible for any damage, accidents to persons or property at a community event or any actions in association with the fundraising initiative.
- CCHS must approve, in advance, the content of all invitations, advertisements, press releases, posters, or other promotional materials related to your fundraiser when using the CCHS name or logo.

**Role of HOST**

- HOST may not use the copyrighted information, logos, or photos on the CCHS website without express written consent.
- HOST is responsible for all expenses related to a fundraiser and assumes responsibility for any debts incurred.
- HOST must fully and truthfully state the portion of the proceeds which will be donated to CCHS in all advertising, promotions and in all contact with donors, sponsors, and participants.
- HOST is responsible for obtaining all permits, licenses, and insurance certificates. Raffles, drawings, and other games of chance are governed by a variety of state municipal and federal laws. Please be aware that such activities may need special permits and allow extra time for these to be obtained.
- All promotional materials shall clearly state the fundraiser is sponsored by HOST with net proceeds going to CCHS.
- This document shall not be construed to authorize Host, or any of its employees or representatives, to act as an agent of CCHS.

**Name of HOST Company/Organization (If-applicable):**

\_\_\_\_\_

**HOST Contact Info:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Fundraiser Information**

Fundraiser Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Fundraiser (circle one):      In-person      Virtual      Other \_\_\_\_\_

Detailed Description (sales promotions, guests, activities, etc.):

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Fundraising Goal (\$): \_\_\_\_\_

**Fundraiser Support**

***What CCHS is able to do (please check each one that you need):***

- Provide a letter of authorization to be used to validate the authenticity of the fundraiser
- If applicable, engage with your fundraiser social media posts
- CCHS will provide any donor who donates directly to CCHS with an official acknowledgement statement
- Send a CCHS representative to attend your fundraiser, if available
- Authorize the use of our name and logo at your fundraising event with a logo release form

\* CCHS makes all reasonable efforts to provide your event with the necessary resources, subject to availability.

***CCHS is unable to:***

- Promote the fundraiser to our mailing or database list
- Extend our sales tax exemption status for purchase
- Provide insurance coverage
- Provide funding or reimbursement for expenses
- Solicit sponsorship revenue, silent auction, or raffle items for your event
- Release volunteer, partner, or donor information
- Endorse any products or services used in connection with the event

**Donations**

All donations to be sent to:

**Carteret County Humane Society  
853 Hibbs Road  
Newport, NC 28570**

**Terms and Conditions Acknowledgement**

I acknowledge that I have read all the terms and conditions as outlined by Carteret County Humane Society. The undersigned represents and warrants that they have the authority to sign and submit this application on behalf of the event organizer.

\_\_\_\_\_  
HOST Signature

\_\_\_\_\_  
Date

**CCHS APPROVAL:**

\_\_\_\_\_  
CCHS Signature

\_\_\_\_\_  
Date

**CCHS LOGO RELEASE TERMS**

We understand that Carteret County Humane Society grants our organization the limited, non-exclusive, non-transferrable use of its name and logo solely in connection with the listed event provided that the specific and actual use of its name and logo shall be subject to the prior review and approval of Carteret County Humane Society;

1. The name and logo of the fundraising organizations similar to Carteret County Humane Society will not be used on materials using the name and logo of CCHS;
2. We will provide an explanation or sample copy in electronic format of an intended use of CCHS name and logo at least ten (10) days prior to the intended use. This includes but is not limited to marketing or promotional materials, press releases, invitations, information placed on websites.
3. We understand that this permission is date specific and shall expire 10 days following the date of the actual event. After that date, HOST will promptly cease and desist using the CCHS name and/or logo and any implication of any relationship of any kind.
4. We understand that by using the CCHS name and/or logo in a promotion or fundraising event, I guarantee to donate proceeds to CCHS as outlined to the organization and to my clients, customers and partners.
5. We understand that CCHS reserves the right to terminate the foregoing right to use its name or logo at any time upon written notice to us, in which event we shall promptly cease and desist using the CCHS name and/or logo and any implications of a relationship of any kind.

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HOST Signature

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Date