



## **3rd Party Fundraising Application & Guidelines**

Thank you for considering the Lloydminster and District SPCA (LDSPCA) as a beneficiary of your fundraising activities!

We greatly appreciate your efforts to help us care for over a thousand animals that enter our facility each year! All money raised by and for the LDSPCA is used to directly support and benefit our animals.

This package includes information that will help you and/or your organization maximize your fundraising efforts. By providing us with this information we will:

- Offer advice on event planning
- Provide a letter of authorization to validate the authenticity of the event and its organizers
- Assist you in designating your contribution to a specific area of the LDSPCA
- Provide tax receipts to donors who make cheques payable to “Lloydminster and District SPCA”

Here’s what is included in this package.

- LDSPCA 3rd Party Fundraising Guidelines & Policies
- LDSPCA 3rd Party Fundraising Application
  - This form must be completed, signed and returned to the LDSPCA as soon as possible. This must be complete before you can begin to advertise your event as approval is needed from the LDSPCA.
- Donation Tracking Sheet
  - This form must be submitted in order for donors to your event to receive charitable tax receipts. Please ensure you read the enclosed “Tax Receipting Guidelines” before submitting this form as not all gifts may qualify for a receipt.
- 3rd Party Fundraising Event Summary Form
  - This form should be completed and returned to the LDSPCA with 30 days following the completion of the event.

Please review the following fundraising guidelines and policies prior to submitting your event application:

- You must complete and submit a 3rd Party Fundraising Application to the Lloydminster and District SPCA no less than 4 weeks prior to the proposed fundraising activity. Approval must be received before advertising is permitted.
- Applications are for one time only. Recurring annual events will have to re-apply each year. Applications are not approved for an organization but for the event. Therefore, one application to your organization does not entitle you to use the Lloydminster and District SPCA as your benefactor for each event.
- The LDSPCA reserves the right to deny any application for a fundraising activity that does not comply with the mission of, or project a positive image of the LDSPCA.
- Your organization/group must receive permission from the LDSPCA to use our name and/or logo in conjunction with your event. The LDSPCA must approve all promotional material prior to distribution. We will provide our logo for all promotional material if requested.
  - The LDSPCA logo cannot be used for any other purpose than of that described in the 3rd Party Fundraising Application.
- It must be clearly stated on/in all promotional material that the event is “In Support of” or “Proceeds to” followed by the Lloydminster and District SPCA. Nowhere can it state that the LDSPCA is a sponsor or co-sponsor.
- You must notify the LDSPCA if another organization will benefit from this event/promotion and who other sponsors are as well.
- If you are conducting raffles, lottery sales or any other type of activity that involves selling to the general public you may require a special license or permit. Please make sure you to take the necessary steps to obtain these. The LDSPCA will not provide its licenses or permits for your event or be held liability if found in violation of these rules.
- The Lloydminster and District SPCA, employees, volunteers and members are not liable for any injuries, damage or theft sustained during your event and cannot assume any type of liability for your event, participants, volunteers or employees.

## 3rd Party Fundraising Application

### I. Organization Information

Name of Organization (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City/Province/Postal Code: \_\_\_\_\_

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

Website: \_\_\_\_\_

Phone # (work): \_\_\_\_\_ Phone # (home): \_\_\_\_\_

Phone # (cel): \_\_\_\_\_ Fax: \_\_\_\_\_

### II. Event Information

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Description/Summary of Event:

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What is your fundraising goal (after expenses)? \_\_\_\_\_

Location: \_\_\_\_\_

Starting Date & Time: \_\_\_\_\_

Ending Date & Time: \_\_\_\_\_

Expected Number of

Participants: How will you \_\_\_\_\_

promote the event? \_\_\_\_\_

Please attach a copy of any licenses, permits and proof of liability insurance.

If you are selling goods & services, please indicate what will be sold and if a portion of the proceeds are to be donated to the Lloydminster and District SPCA as well.

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## 3rd Party Fundraising Agreement

Please review and sign a copy of this form and return it with the 3rd Party Fundraising Application.

This form is due four (4) weeks prior to the proposed event. Completion of this form does not guarantee approval. Upon approval, you will receive an approved signed copy of the application for your records.

By signing this document, I/we acknowledge receipt of the Lloydminster and District SPCA's Policies and Procedures for 3rd Party Fundraisers and agree to comply with all provisions in organizing and holding our fundraising event. I/we also agree with the collection of any and all information the Lloydminster and District SPCA deems necessary to evaluate the event. I/we further attest that all information provided on this form is correct and accurately describes the proposed event.

I/we agree to indemnify and the Lloydminster and District SPCA harmless for any expenses, losses, claims or damages resulting from the fundraising event or the noncompliance with any term or provisions of the Lloydminster and District SPCA Policies and Procedures for 3rd Party Fundraisers.

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Signature

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Date

*On behalf of the Lloydminster and District SPCA, it's Board, staff, volunteers and members thank you for supporting us and assisting us in helping well over a thousand, homeless and abandoned animals!*

Please return this form to:

Jon Punshon, Director of Operations and Community Relations  
Lloydminster and District SPCA  
Box 10566  
Lloydminster, AB T9V 3A6

Phone: (780) 875-2809

Fax: (780)875-2819

operationsmanager@lloydminsterspca.com

[www.lloydminsterspca.com](http://www.lloydminsterspca.com)