

Third-Party Event Guidelines

Thank you for your interest in raising funds to support Little Zoo Sanctuary! We value your interest and willingness to coordinate an event which benefits our organizations and the animals we save. We have put together these guidelines to help you in planning your event.

Third-Party Event

A Third-Party event is any fundraising activity by a non-affiliated group, organization or individual which benefits Little Zoo Sanctuary and where Little Zoo Sanctuary has no financial responsibility and minimal staff, or volunteer involvement is required.

We strive to support Third-Party fundraising event to the greatest extent possible with the resources we have, however we kindly ask that all such events follow Little Zoo Sanctuary guidelines and be approved in advance. Third-Party event proposals should be submitted no later than two weeks prior to the scheduled event. Each proposal will be carefully reviewed for feasibility and suitability with our organization's mission, goals, and objectives. This is an important safeguard to preserving the integrity of Little Zoo Sanctuary and our commitment to raise the funds necessary to fulfill our mission in a cost-efficient and effective manner.

Guidelines

The following guidelines have been developed to protect both the individuals, organizations, corporations hosting events, and Little Zoo Sanctuary.

1. Third-Party events must be in line with Little Zoo Sanctuary's mission to save, protect, and improve the lives of animals, while educating the public on proper animal care and humane choices.
2. Group, organization, or individual is responsible for ALL event coordination, marketing/promotion, and sales.
3. All promotional materials must clearly state the percentage of proceeds that will benefit Little Zoo Sanctuary.
4. Any use of the Little Zoo Sanctuary logo or inclusion of Little Zoo Sanctuary must be approved by Little Zoo Sanctuary at least two weeks in advance of the event. Any contact with press or other media must be coordinated with Little Zoo Sanctuary.
5. Little Zoo Sanctuary cannot finance any expenses related to a Third-Party event or assume responsibility for any debts incurred.
6. Group, organization, or individual agrees to coordinate with and request permission from Little Zoo Sanctuary before soliciting any individuals, organizations, or businesses in order to avoid duplicated efforts.
7. Group, organization, or individual must state the terms of the donation that Little Zoo Sanctuary can expect from the event and must tender the donation within thirty (30) days of the event.
8. A donation solicited on Little Zoo Sanctuary's behalf, whether the donation is an item or cash, is tax-deductible only when it is made directly and entirely to Little Zoo Sanctuary.
9. Donors to Third-Party events who wish to be receipted must make checks payable to Little Zoo Sanctuary and provide an address. Cash donations must be received with a list of donors, addresses, and specific amounts, otherwise cash will be collected as an anonymous gift. Cash

should not be deposited into a personal account in order to write Little Zoo Sanctuary a check for the amount. If the event is a benefit event, the donor will only be receipted for the donation amount minus the fair market value of the benefit.

10. When a portion of the ticket price or suggested donation from a participant of the group, organization, or individual's event is not tax-deductible, the group, organization, or individual must clearly state this on all materials.
11. Due to limited resources, Little Zoo Sanctuary cannot guarantee staff or volunteers will attend the event.
12. Little Zoo Sanctuary typically does not solicit participation from our supporters for Third-Party events and will not approve Third-Party use of Little Zoo Sanctuary's mailing list.

Little Zoo Sanctuary reserves the right to decline participation or cancel participation in an event for any reason. Generally, the following events will NOT be approved:

- Events that do not adhere to Little Zoo Sanctuary's Event Guidelines
- Events that require significant attendance from Little Zoo Sanctuary staff or volunteers
- Events scheduled in close proximity to other Little Zoo Sanctuary fundraising events
- Events that are controversial in nature or do not represent a positive image for Little Zoo Sanctuary

After you have reviewed the above guidelines, please complete the Host Fundraiser Form and submit it at least two weeks prior to your proposed event. Once the proposal has been received, Little Zoo Sanctuary will notify you of any questions/concerns/comments and you will receive confirmation regarding the decision. Thank you again for your support of Little Zoo Sanctuary!

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