



COMMUNITY FUNDRAISING ACTIVITY PACKET

Thank you for your interest in raising funds for the Cat Adoption Team (CAT)! Your support helps homeless cats and kittens get the care and resources they need to find loving new homes.

This packet contains information to guide you through planning and executing a fundraising activity to benefit CAT. While we welcome all ideas that help raise positive awareness of CAT, there are some activities that will not be approved (please see our *Policy for Approving Community Fundraising Activities* on the next page).

Please review and sign the *Policy for Approving Community Fundraising Activities* and complete the *Application and Plan for Community Fundraising Activity*. These documents serve as our official record and primary source of information regarding your activity.

Lastly, the *Indemnification Agreement* is a form that holds the sponsor of the activity responsible and safeguards any director or person employed by CAT from any legal claims relating to it.

Before Starting Your Activity

Please submit the following completed and/or signed documents to CAT:

- o *Application and Plan for Community Fundraising Activity*
- o *Policy for Approving Community Fundraising Activities*
- o *Indemnification Agreement*

After Your Activity

1. Complete and return the *Fundraising Tracking Form* (if applicable), along with funds raised to:

Cat Adoption Team – Fundraising Event
14175 SW Galbreath Dr
Sherwood, OR 97140

2. Thank each donor, sponsor, or other supporter for their participation!

NOTE: Contributions to CAT are tax-deductible to the extent allowed by law. Please speak with your tax advisor for detailed information about charitable contributions.

Should you have any questions about these policies, or require additional support or information, please contact CAT's communications and development office at (503) 925-8903 x257 or development@catadoptionteam.org.



POLICY FOR APPROVING COMMUNITY FUNDRAISING ACTIVITIES

The following information provides guidelines for individuals or groups who wish to raise awareness and/or funds for CAT. These guidelines must be followed to ensure the proper use of the CAT name and logo for activities that benefit our organization; to protect CAT legally; and to ensure that these activities are conducted in a manner that positively supports our reputation.

A community fundraising activity can be defined as any fundraising or awareness-building initiative brought forward by an individual, group, or business unaffiliated with CAT that wishes to raise money or awareness through an activity or association that is organized, executed, and resourced by the external party.

The organizer(s) must complete the *Application and Plan for Community Fundraising Activity*.

Please be aware that certain activities cannot be approved due to state law or due to non-accordance with the values and mission of CAT.

CAT personnel will evaluate the submitted forms. Failure to fully disclose personal or business interests that bring financial benefits to the organizer(s), whether direct or indirect, are grounds for CAT's withdrawal.

Please note that it is the responsibility of the organizer(s) to communicate to donors what their donations will be used for and to thank the supporters. The organizer(s) are also solely responsible for the planning and execution of the event.

Important note about grants: CAT seeks multiple grants each year. The use of CAT's name in conjunction with any grant-seeking effort by a third party must be approved by CAT. If you're aware of a grant opportunity in your area, please contact us to discuss.

Guidelines for hosting a community fundraising activity to benefit CAT:

1. Activities that conflict in any way with our mission, values, or goals will not be approved.
2. Community fundraising organizers are requested to submit the *Application and Plan for Community Fundraising Activity* form at least 30 days before the intended activity date.
3. Community fundraising groups need to secure their own necessary insurance and permits.
4. If you intend to serve alcohol at an event, please check with the OLCC regarding all applicable laws.



cat adoption team

5. All community events to benefit CAT must follow all applicable laws and fundraising policies, including:
 - a. Laws regarding tax deductions. Please advise donors to contact a tax professional or attorney for information about charitable deductions.
 - b. Better Business Bureau policy that states that at the point of sale, the percentage of the sale price benefiting CAT must be clear.
6. Vending agreements and cause marketing must display signage that clearly states what percentage (or amount) of the sales price will be donated to CAT. Cause marketing is the sale of products or services that state or imply that CAT will benefit from a consumer sale or transaction. The wording of cause marketing signage and promotion materials must include:
 - a. The portion of the purchase price that will benefit CAT (*e.g. 10% of proceeds or \$10 of every item sold will be donated to CAT*)
 - b. The duration of the campaign (*e.g., During the month of June*)
 - c. Any maximum or guaranteed minimum contribution amount (*e.g., up to a maximum of \$200,000*).
7. Generally, CAT cannot provide volunteers nor guarantee staff attendance at events, as their time is reserved for activities directly overseen by CAT.
8. CAT will generally not approve promotions whereby our volunteers and staff need to sell anything, unless explicitly pre-approved.
9. Community fundraising groups must use our logo appropriately. Whenever feasible, groups must submit a draft of event materials (*i.e., poster, flyer*) to CAT prior to printing or distribution. Please allow at least 1 week for approval. If requested, CAT can provide pre-approved language about our organization for event materials.
10. CAT will not cover expenses incurred in the production of the activity.
11. CAT does not release to third parties the names, addresses, or phone numbers of our donors or prospects.
12. Organize a plan for collecting funds at events. This packet includes a template to track cash and credit card gifts called the *Fundraising Tracking Form*. To ensure that donors receive receipts for their donations, you should complete and send the form(s) to CAT.

I have read and agree to the terms and conditions of the above Policy.

Printed Name of Community Fundraising Organizer

Signature

Date



APPLICATION AND PLAN FOR COMMUNITY FUNDRAISING ACTIVITY

Please submit this form at least 30 days prior to the starting date for the intended activity. Please note that CAT reserves the right to withdraw support of the activity, including logo use, should the organizers deviate from the approved "Application and Plan."

Contact Name(s):

Mailing Address:

Telephone:

Fax:

Email:

Organization to be involved as host, coordinator, or sponsor (*if applicable*):

Contact's relationship to said organization:

Name of Community Fundraising Activity:

Date(s) of Activity:

Time:

Location of Activity:

Description of Activity:

Expected Attendance:

Estimated Donation:

How will donations or proceeds be collected?

How will CAT receive the proceeds from the activity?

Expected date for the transfer of funds:

Describe your plans to publicize or market your activity:

Place a check in the box for any requested materials:

CAT Logo file CAT Printed Brochures Other CAT marketing materials*

*NOTE: *CAT may not be able to provide additional marketing material.*



INDEMNIFICATION AGREEMENT

This Agreement is entered into between Cat Adoption Team ("CAT") and the organizer of the community fundraising activity _____ ("Organizer").

Organizer wishes to organize and carry out a community fundraising activity for the purpose of generating money to donate to the work of CAT. CAT gratefully acknowledges Organizer's desire and efforts and agrees to use the donation in its charitable work.

Organizer acknowledges that CAT has played no part in the organization, promotion or execution of its community fundraising activity and has no control over it. Consequently, Sponsor agrees that it will fully indemnify, defend and hold harmless CAT, its directors and employees from any and all claims that may arise out of or relate to such activity, regardless of who might make such a claim.

If and to the extent any provision of this Agreement should be held invalid or unenforceable by a court of law, the parties agree that such provision shall be severed and the remaining provisions shall remain in full force and effect.

Printed Name of Community Fundraising Organizer

Sponsoring Organization (if applicable)

Signature

Date



cat adoption team

FUNDRAISING TRACKING FORM

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