

# CREATE YOUR OWN FUNDRAISER



From lemonade stands to fundraising parties, you can host a fundraiser for PAWS Chicago no matter what your age. Your fundraisers play an important role in the philanthropic efforts at PAWS Chicago.

We truly appreciate your interest in helping to raise awareness about our life-saving work. We ask that you please keep our mission and reputation in mind by adhering to the following guidelines during the planning and execution of your fundraiser.

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## PROMOTION

The individual or business hosting the fundraiser/ event is responsible for its organization and execution, including the payment for and obtainment of all permits, licenses and any insurance or liability coverage.

## DONATIONS

The net amount or percentage that will be donated to PAWS Chicago should be clearly stated on promotional materials. If PAWS Chicago is not the recipient of all event proceeds, please indicate on promotional materials the exact percentage or dollar amount that benefits PAWS Chicago.

All donation solicitations, including those from corporations, for gifts of \$5,000 or more must be cleared by PAWS Chicago before they are made.

Checks from fundraising proceeds should be made payable to PAWS Chicago and submitted directly to the organization within 30 days of the date of the event. Call 773-475-3307 with any questions.

## NEXT STEPS

To get started, please complete the back side of this form and mail to:

PAWS Chicago  
Attn: Create Your Own Fundraiser  
1933 N. Marcey St.  
Chicago IL 60614

You can also email the form to  
[cyo@pawschicago.org](mailto:cyo@pawschicago.org)

To learn more about creating a fundraiser and to find a list of fundraising events and ideas, please visit  
[pawschicago.org/yourfundraiser](http://pawschicago.org/yourfundraiser)

## BRANDING

All fundraising-related publicity in which PAWS Chicago's name and/or logo is used must be approved by PAWS Chicago before public distribution.

When referring to the organization in print or media, the name "PAWS Chicago" must be used, never just "PAWS."

For legal purposes, PAWS Chicago's name may only be included in the fundraising title as the beneficiary of the event. For example, your event may not be titled "PAWS Chicago's Comedy Show," but rather it should be promoted as "Comedy Show to benefit PAWS Chicago."

## HOW PAWS CHICAGO CAN HELP

We would love to help make your fundraiser a success, and here are some ways that we can contribute to your fundraising efforts by:

- Providing a logo and approved logo usage
- Sending you informational materials to distribute
- Providing our Tax ID for donation purposes
- Lending you an official donation box

PAWS Chicago is unable to provide:

- Access to our mailing list and/or vendors
- Promotion of your event or product
- Any licenses, license fees or applications associated with your event
- Sales tax exemption letter
- Insurance or liability coverage
- Guaranteed attendance of adoptable pets
- Guaranteed on-site representation of PAWS Chicago

**If you expect your fundraiser to exceed \$5,000, please contact PAWS Chicago about other promotional and sponsorship opportunities.**

# CREATE YOUR OWN FUNDRAISER APPLICATION

## Contact Information

Name of Organization or Individual

Phone Number

Address

City

Today's Date

 /  /   
DATE MONTH YEAR

Contact Person

Email Address



State

Zip Code

## Fundraising Details

Name of Fundraiser

Fundraiser Date

 /  /   
DATE MONTH YEAR

Fundraiser Time

   
START TIME END TIME

Fundraiser Location

Address

City

State

Zip Code

Description of Fundraiser

Estimated donation to PAWS Chicago

Are there beneficiaries other than PAWS Chicago?

YES NO

If so, who?

What assistance or materials would you like from PAWS Chicago?

Logo  Brochures/ Flyers  Donation Box

Other

In what way do you plan to promote the fundraiser?

Flyer  Social Media  Email Blast

Other

## I understand that:

- 1) All events to benefit PAWS Chicago must be approved by PAWS Chicago prior to the event or and any corresponding promotion of the event.
- 2) A copy of all print materials bearing the PAWS Chicago logo and/or name must be forwarded to PAWS Chicago prior to their release.
- 3) Event proceeds will be submitted to PAWS Chicago within 30 days of the event.

SIGNATURE