



Fundraising Policy

For the purpose of this policy, The Hornell Area Humane Society (also known as HAHS) defines fundraising as *the collection of money through donations, sales, and/or event programming for the explicit purposes of (a) charitable donations or (b) enhancement of the organization's budget in accordance with its mission.*

The following guidelines are applicable to fundraising activities by and on behalf of the Hornell Area Humane Society:

1. The fundraising activity must be consistent with the organization's mission.
2. The purpose for which the funds are raised must not violate any premises or standards of the HAHS.
3. Funds raised must be deposited in the organization's bank account within 48 hours of the end of the fundraiser.
4. Events conducted by non-HAHS affiliated individuals (board members and staff) must be pre-approved by the HAHS Board or Management.
5. In the absence of an exemption, the sponsoring organization or individual is responsible for ensuring the collection and reporting of applicable taxes.
6. The sponsoring organization must ensure that the fundraising event complies with all applicable federal, state, and local laws and regulations.
7. Fundraising events must be clearly identified by a sign indicating the name, goods, service, price, and purpose of the event.
8. Commercial or corporate sponsorship of fundraising events are subject to review by the HAHS Board.
9. The Hornell Area Humane Society reserves the right to require third party participants to meet additional requirements (e.g., evidence of insurance coverage and appropriate indemnification).
10. The Hornell Area Humane Society reserves the right to approve the identity of a proposed third party sponsor, including 3rd party advertising.
11. The event organizer/sponsor agrees to indemnify and hold harmless the Hornell Area Humane Society from against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from any negligent act or omission of the organizer/sponsor in the performance and/or failure to perform within the approved fundraising agreement including the negligent acts or omission of any individual or 3rd party participant in the fundraiser.

Approval Form

Approval Form Must be submitted two weeks prior to fundraiser. All fundraisers held on behalf of the Hornell Area Humane Society must be approved by the Board of Directors.

Name of Individual or Organization holding the fundraiser:

Contact: _____ E-mail: _____
Phone: _____

Description of fundraiser:

Location of fundraiser: _____
Dates: _____
Publicity: _____

Purpose of fundraiser: _____

Disposition of the proceeds (please describe how the proceeds of the proposed fundraiser will be distributed, including the calculation/definition of "proceeds"): _____

I attest to the information presented above and have read and understand the Hornell Area Humane Society fundraising policy.
I attest that I am an authorized representative of the organization listed above, if any.
I understand that I have no authority to enter the HAHS into any position of contract liability or payment.
I agree to abide by the Hornell Area Humane Society fundraising policy.

Signature _____ Date: _____

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For Hornell Area Humane Society use only:

_____ Approved
_____ Denied

Reason for denial: _____

Signature: _____ Date: _____