

SPCA OF LUZERNE COUNTY THIRD PARTY EVENT AGREEMENT

The SPCA of Luzerne County third party event activities are for the purpose of fundraising, awareness, or the gathering of needed items (blankets, toys, food, treats, etc.) for the organization. No adoptions will be processed during these events.

In most situations, the SPCA is not able to provide staffing for third party events. If organizational materials are requested, the request must be made at least three weeks prior to the event date.

A host or sponsor of a Third Party Event may use the SPCA's organizational materials, logo, or any indication of affiliation only with the expressed, written permission of the SPCA of Luzerne County.

The SPCA does not provide public relations or marketing for third party events. However, if the event is open to the public, the SPCA will post the event on www.spcaluzernecounty.org and the official Facebook and Twitter pages, with permission from the event host. It is at the SPCA's discretion as to how early the event is posted on the official SPCA social media sites.

If you plan to approach individuals or businesses on behalf of the SPCA to solicit donations, goods, services, or celebrity appearances for your event, you must first notify the SPCA of your intent and obtain approval. In some cases, the SPCA may provide an official letter to request support.

If such an official letter is provided, you agree to use that letter without revision in soliciting donations unless you obtain written permission from the SPCA to use other solicitation methods.

The SPCA will make every attempt to provide one canine or feline ambassador for third party events, provided that the request for an ambassador to be present at the event is made at least three weeks prior to the event date. Whether or not a feline/canine ambassador is able to attend depends upon the location and nature of the third party event, if other animals will be present at the event, the availability of a SPCA volunteer to transport and take care of the ambassador, and other variables such as weather on the day of the event.

The SPCA will provide tax acknowledgement (charitable deduction) letters to donors who make gifts to the SPCA via check or cash at third party events. Checks must be made payable to the SPCA of Luzerne County.

In order to provide a charitable deduction for cash donations, the donations must be accompanied by a receipt that states the donor's name, address, phone number, and the amount of the gift. Gifts of cash not needing to be acknowledged for tax purposes (such as moneys collected for ticket purchases, etc) may be submitted together and do not need specific receipt information in order to be given to the organization.

If a third party event that is open to the public is cancelled, postponed, or the time of the event is changed, you agree to notify the SPCA of Luzerne County immediately.

The SPCA of Luzerne County will not be held liable for any issues, injuries, damages to persons or property, or any other incidents that arise during your third party event

- My event is a one time event.
- My event will take place multiple times over multiple dates.
- My event is open to the public.

Event Information

Date of Event: _____

Time of Event: _____

Type of Event: (description – please be specific) _____

Location of Event: _____

Organizer's Contact Information

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

I have read, understand, and agree to abide by the SPCA's Third Party Event Agreement.

Signature

Date

SPCA Representative

Date