



Thank you for your interest in hosting a fundraising event to support the lifesaving work of San Diego Humane Society! This year, nearly 50,000 animals will rely on us for help, and your support is the reason we'll be able to change their lives.

Please review this guide prior to submitting your Fundraising Event Proposal Form.

1. Create an Event Concept

- a. We recommend choosing an event that fits the size, interest, talents, goals and time availability of your planning committee. Fundraising events should also complement the mission and image of San Diego Humane Society.

2. Submit a Fundraising Event Proposal Form

- a. A Fundraising Event Proposal Form must be submitted and approved to begin the process of hosting a fundraising event. Contact San Diego Humane Society at least 6 to 8 weeks prior to your event date for guidance and resources.
- b. San Diego Humane Society reserves the right to decline association with any event or organization for any reason.

3. Promote Your Event

- a. Event organizers are responsible for promoting their fundraising event. San Diego Humane Society can help promote your event in the following ways:
 - i. Posting on the Events page of the San Diego Humane Society website
 - ii. Posting on San Diego Humane Society's social media channels (placement determined by our Communications department)
 - iii. Posting on San Diego Humane Society's Employee Facebook page

- iv. You may create a Facebook event and request San Diego Humane Society to be a co-host
- v. Including your event in the events newsletter that is emailed to San Diego Humane Society constituents each month
- b. The official logo of San Diego Humane Society should be used appropriately and not altered in any way.
- c. To protect the privacy of donors, San Diego Humane Society will not provide its database for promotion of any third-party event.

4. Submit Your Event Proceeds!

- a. San Diego Humane Society asks that you submit the donations collected at your fundraising event within 30 days of the event.
 - i. Donation checks and money orders are payable to San Diego Humane Society and can be sent to:
San Diego Humane Society
Attn: Rhea Marie
5500 Gaines Street
San Diego, CA 92110
 - ii. Donations can be dropped off in person at any of our three campuses (San Diego, Escondido or Oceanside) during normal business hours. Please provide the Guest Relations staff with the name and date of the event.
 - iii. Donations can also be made online or through PayPal. Please contact Rhea Marie rmarie@sdhumane.org to make a donation online or via PayPal.

Fundraising Event FAQs

Can San Diego Humane Society provide administrative support for my event?

San Diego Humane Society staff can provide guidance and advice, but we are unable to provide administrative support for organizing an event.

Will San Diego Humane Society bring animals to my event?

Requests for adoptable or ambassador animals to appear at a fundraising event will be reviewed on a case-by-case basis. Due to the high volume of requests, animal appearances should be requested at least 6 weeks in advance of the event.

Will staff or volunteers attend the event to represent San Diego Humane Society?

Staff and volunteer assistance may be available with proper planning and approval. Please contact Rhea Marie, Philanthropy Specialist, at least 4 weeks in advance of the event if staff or volunteer attendance is desired.

Will San Diego Humane Society reimburse me for any fees incurred for hosting my event?

San Diego Humane Society is unable to hold any financial responsibility for third-party events. For example, if the event you are planning will be held at a location that requires a fee, San Diego Humane Society would not be responsible for covering that fee. Please take any financial costs into consideration when planning your event!