



194 Route 10 West, East Hanover, NJ 07936

www.njshelter.org

Dear Friend,

Thank you for your interest in helping the homeless dogs and cats at Mt. Pleasant Animal Shelter (MPAS) by making us the beneficiary of your fundraising program. We greatly appreciate your generosity and for choosing to help Mt. Pleasant Animal Shelter in achieving our vision where there are no abused, abandoned, neglected, or homeless animals.

Friends like you make it possible for MPAS to make a difference in the lives of animals and people in the community. Your support and involvement makes our important lifesaving work possible. Mt. Pleasant Animal Shelter operates solely on donations; the more support the shelter receives from the community, the more lives MPAS saves!

Enclosed you will find a Special Event Planning Form. Please be specific in providing us with information regarding your event and how you hope we can assist you. MPAS will review all requests once the enclosed form is returned. We will contact you or your organization with confirmation relative to our participation as the beneficiary of your fundraising program. We want to help as much as we can to ensure your fundraiser is a success.

Again, we greatly appreciate your kindness and your efforts to help MPAS save lives. Please do not hesitate to contact the shelter with any questions or concerns regarding the enclosed forms or our policies by emailing us at rebecca@njshelter.org.

Thank you,

Mt. Pleasant Animal Shelter

SPECIAL EVENT BASIC GUIDELINES

Event Promotion

MPAS will not release any mailing lists to external organizations. However, we may be able to list your event on our Facebook and/or promotion emails to our supporters. Promotional materials must state that an individual or organization is hosting the event to benefit Mt. Pleasant Animal Shelter.

Insurance and Liability

MPAS cannot provide liability insurance or coverage for your event. MPAS does not accept liability of any kind for any activity or action resulting from efforts of you or your organization on behalf of Mt. Pleasant Animal Shelter.

Solicitation

MPAS relies on the generosity of local business throughout the year to provide vital support for our work. If your event plan included soliciting local businesses for either cash or in-kind support, please include a copy of your prospect list with the enclosed materials. Your prospect list will be reviewed by Mt. Pleasant Animal Shelter staff to ensure your solicitations do not conflict with existing relationships or development plans.

Organization Name

Mt. Pleasant Animal Shelter

Logo

Permission must be received from MPAS to use the shelter logo.

Verification

For our records, please provide publicity materials in advance to:

Mt. Pleasant Animal Shelter

c/o Rebecca Pollak

194 Route 10 West

East Hanover, NJ 07936 or email: rebecca@njshelter.org

Signage/Flyers/Information

MPAS signs, flyers, and brochures are available to be displayed at your event. Please notify rebecca@njshelter.org of your interest in obtaining these materials. Due to the cost of printing, signs must be returned.

Dogs

If appropriate, our animals can also attend your fundraiser if given enough notice. If you would like to potentially have a dog visit your fundraiser, please email rebecca@njshelter.org.



SPECIAL EVENT PLANNING FORM

Please take a moment to complete this form so that we can better assist you.

Please return this form to Mt. Pleasant Animal Shelter or email to rebecca@njshelter.org at least 30 days prior to your scheduled event. Times and dates are subject to availability of staff, volunteers, and resources (if applicable). MPAS reserves the right to participate in events at our own discretion.

Describe your fundraising event:

Who is sponsoring/hosting the event?

Contact Person: _____

Phone Number: _____

Email: _____

Date of Event (request must be made 30 days in advance): _____

Time of Event: From _____ to _____

Are you requesting that adoptable animals be present at the event: YES _____ NO _____

Will cover be provided (tent, indoors, etc) for volunteers and/or animals: YES _____ NO _____

Location: _____

If applicable, please describe your plan for handling fees and donations:

Please list any other organizations benefiting from this event:

What can MPAS do to assist you with your event (signs, Facebook post, adoptable animals, etc)?

Agreement of Responsibility

I/We understand that Mt. Pleasant Animal Shelter (MPAS) accepts no liability of any kind for any activity or action resulting from the fundraising efforts on behalf of MPAS. I/we agree to allow MPAS to approve all written copy, print, and/or digital materials and promotional items using the MPAS name or logo, prior to distribution. I/we agree to hold MPAS harmless for any claims for damages or injuries. I/We understand we are organizing a fundraiser to benefit Mt. Pleasant Animal Shelter, and are not hosting an MPAS sponsored event.

Name: _____

Signature: _____

Date: _____

(If under the age of 18, please have parent/guardian sign)



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Donation Form

Please return this form with your donation.

Name: _____

Name of Organization (if applicable):

Event:

Date: _____

Location: _____

Name of Participants:

Total donation amount:

\$ _____

Please return form to:

Mt. Pleasant Animal Shelter

c/o Rebecca Pollak

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