



Thank you so much for wanting to support West Place Animal Sanctuary (“WPAS”) through your event.

### **Guidelines**

#### **What is the relationship between my event and WPAS?**

- You are a non-affiliated individual or group.
- WPAS has no fiduciary responsibility and no staff involvement. WPAS employees, independent contractors, volunteers and board members are not responsible for any injuries, damage or theft sustained during the event and cannot assume any type of liability for your event, participants, volunteers or employees. We cannot provide liability insurance or coverage for your event.
- Your event will be promoted in a manner to avoid statement or appearance of WPAS endorsing any product, firm, organization, individual, or service.

#### **How can I/we get started?**

Submit an easy application. After the application is approved, it becomes an agreement regarding expectations.

- Please submit the application prior to your event to allow time for approval.
- Reasons for denial of an application may include, but not limited to if does not support the mission of West Place Animal Sanctuary or it is considered unethical or inappropriate.

#### **What are my/our responsibilities for an event?**

- Obtaining all permits required by law.
- Obtaining your own liability insurance to cover your event if applicable.
- Execute your event.
- You can collect donations in person (sheet provided below) and on-line by setting up your campaign on a site like [www.generosity.com](http://www.generosity.com). It’s fast and free and will enhance your results.

**How will West Place Animal Sanctuary be involved?**

WPAS will provide you with our official logo, and if you so choose we can provide our brochures, stickers, volunteer information, email signup for our newsletter, our QR code for easy access to our website at your event.

**What happens after the event?**

We ask that all donations be provided to WPAS within 30 days of your event.

**Application**

Name of Group/organization or individual Host:

Contact Person (if different):

Address:

City/State/Zip:

Phone (best):

Fax:

Email:

Website (if applicable):

Type of Event:

Date:

Time:

Location:

Expected number of participants:

Fundraising Goal (proceeds):

Ideas to promote your event:

Agreement: I have read and understand the accompanying guidelines. I hereby agree to abide by the aforementioned guidelines and provisions, and provide all requested information in the manner and timeframe described. I also agree that WPAS is not responsible for any expenses, loses, claims or damages resulting from the event.

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
WPAS Representative Signature

Please return completed and signed contract via mail, email or fax:

West Place Animal Sanctuary  
ATTN: Wendy Taylor, Executive Director  
3198 Main Road  
Tiverton, RI 02878  
[fundraising@westplace.org](mailto:fundraising@westplace.org)  
fax: 401-625-1425



**Personal Campaign/Third-Party Event Donation Tracking Sheet**

**Event Name:** \_\_\_\_\_

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Email</u></b>	<b><u>Amount</u></b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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