



## Third Party Events



You Plan, You Publicize, You Host....  
You Make a Difference!

**Contact Information**

Kayleigh Baker  
Development Manager  
(517) 626-6821 ext. 125  
[kbaker@AdoptLansing.org](mailto:kbaker@AdoptLansing.org)

**Location/Hours of Operation**

7095 West Grand River Avenue  
Lansing, MI 48906  
Monday-Friday: 12-7 p.m.  
Saturday: 10 a.m.-5 p.m.  
[www.AdoptLansing.org](http://www.AdoptLansing.org)

The mission of the Capital Area Humane Society is to promote the humane treatment of companion animals through protection, placement, education, and example.



## **EVENT POLICIES**

1. Events/promotions must maintain the integrity of the CAHS brand. In addition, the event/promotion must also maintain public goodwill and trust.
2. The “Third Party Event Request Form” must be submitted at least 15 days in advance of the proposed event.
3. The event coordinator must be at least 18-years-old, present at the event, and responsible for meeting all of the event criteria.
4. CAHS will not be liable for any costs associated with the event/promotion.
5. Any use of the Capital Area Humane Society name or logo, must be approved in advance. Event coordinators may not list CAHS as a co-sponsor without advance permission.
6. Any donations of money or items must be turned into CAHS within two weeks of event completion.
7. Each event/promotional activity shall be in compliance with all state and federal laws and regulations.
8. All promotions, agreements, contracts, and permits required by City Ordinances or otherwise will be the responsibility of the event coordinators.

## **APPROVAL PROCESS**

Based on the information provided, staff will review the application and contact you as soon as possible to discuss the proposed event and our level of participation. Before you begin planning, please keep in mind: approved activities must maintain the Capital Area Humane Society’s reputation and standards of integrity, credibility, and community responsibility.

Each third party event will be considered individually. Generally, the following events will **not** be approved:

- ❖ Events located in close proximity to another CAHS event
- ❖ Events that require the CAHS to sell merchandise, tickets, coupons, etc
- ❖ Events that require significant attendance from CAHS staff and volunteers
- ❖ Events associated with businesses/individuals known to conduct themselves in a manner not compatible with the CAHS mission
- ❖ Events that result in the sale, auction, or raffling of animals

## **USING THE CAHS NAME AND LOGO**

Once the Third Party Event Request Form is completed and approved, we are happy to provide you with the use of the Capital Area Humane Society name and logo. We do require that all materials containing our name and logo be approved prior to print/distribution. Logo usage is limited to the approved third party event, and cannot be used for any other purposes before, or after the event. It is extremely important that the shelter name be spelled properly and that you are careful not to distort the logo image. Always refer to the organization as the Capital Area Humane Society (not simply the Humane Society).



**THIRD PARTY EVENT REQUEST FORM**  
(ATTENTION: You must submit this form at least 15 days prior to the event)

**Section 1: Event and Contact Information**

Organization or Business Name: \_\_\_\_\_  
Event Name: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number of Expected Participants: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Address: \_\_\_\_\_

**Section 2: Event Description and Fundraising**

Event Description: \_\_\_\_\_  
\_\_\_\_\_  
Estimated Profit: \_\_\_\_\_ Estimated Donation to CAHS: \_\_\_\_\_

**Section 3: Requested Participation from CAHS (check all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> CAHS Materials and Information | <input type="checkbox"/> Pets (must be approved by CAHS) |
| <input type="checkbox"/> Staff Speaker for Event        | <input type="checkbox"/> Other: _____                    |

I/we hereby understand, agree and submit the following:  
**The Capital Area Humane Society will not assume any legal or financial liability for the above referenced event. Furthermore, I/we understand and agree that the Capital Area Humane Society must approve, prior to printing and distribution, any use of its name or logo.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return the third party request form to:**

Kayleigh Baker  
*Development Manager*  
Capital Area Humane Society  
7095 West Grand River Avenue  
Lansing, MI 48906  
Phone: (517) 626-6821 ext. 125  
Fax: (517) 626-2560  
Email: [kbaker@AdoptLansing.org](mailto:kbaker@AdoptLansing.org)



## **Capital Area Humane Society Wish List**

(Please feel free to use this list to encourage donations of these items at your event)

### **Food:**

- ❖ Purina ONE brand dog and cat food- dry or canned
- ❖ Purina ONE brand puppy and kitten food- dry or canned
- ❖ Dog treats
- ❖ Cat treats

\*We feed only Purina ONE brand pet food to our adoptable animals. All other brands are passed on to other shelters, rescues, and families. \*

### **Animal Supplies:**

- ❖ Knitted, crocheted or fleece dog blankets, approx. 3' by 4'
- ❖ Squeaky dog toys, fluffy stuffed toys, Kong busy toys, Nyla Bones, Buster cubes
- ❖ Small dog & puppy nylon collars and leashes
- ❖ Clay based kitty litter - non-clumping
- ❖ Yesterday's News litter
- ❖ Carefresh bedding
- ❖ Dog "poo bags" for pick-up
- ❖ Break-away cat collars

### **Cleaning Supplies:**

- ❖ Swiffer Sweeper dry sweeping refills
- ❖ 50 gallon heavy-duty trash bags
- ❖ Instant-hand sanitizer
- ❖ Liquid bleach
- ❖ Liquid laundry soap
- ❖ Febreze Air spray
- ❖ Unopened distilled water
- ❖ Unopened 70% Isopropyl alcohol

### **Larger Wishes:**

- ❖ Industrial floor dryer
- ❖ Digital x-ray machine
- ❖ Surgical lights
- ❖ CO2 surgical laser

Thank you for your interest in hosting a fundraiser for the Capital Area Humane Society (CAHS). We are very grateful for the many requests from organizations and individuals who wish to hold events, promotions, or sales, to benefit the many animals CAHS cares for annually. Thank you!