

The Friends of the Burlington County Animal Shelter's

Event Request

Thank you for your interest in supporting the Friends of the Burlington County Animal Shelter ("Friends") by hosting a fundraising event! We do not receive local or federal government funding and are truly reliant on the generosity of supporters like you.

If you're not sure what type of event you'd like to have, some ideas of what others have done are:

- Yard sales
- Bowling parties
- Beef and beers
- Bake Sales
- Reunions
- Fun runs

How the Friends can help:

- Advertise your event on our Facebook page
- List your event on the event calendar on our website (www.friendsofbcas.org)
- Provide volunteers to staff the event upon request and based on availability

What we can't do:

- Create and reproduce marketing material for your event
- Pre-purchase or sell tickets
- Purchase supplies for your event

Please fill out the attached form and return by e-mail or regular mail. If you have any questions in the meantime, please contact Theresa at friendsofbcas.org@gmail.com.

The Friends of the Burlington County Animal Shelter's

Event Agreement

Please complete the Event Agreement and return it to:

Theresa Kopasz, President
Friends of the Burlington County Animal Shelter
PO Box 595
Mount Laurel, NJ 08054
Friendsofbcas.org@gmail.com

Event Organizer: _____ (company and/or person)

Event Host (if different from above): _____

Mailing Address: _____

E-Mail: _____ Website: _____

Phone #: _____ Cell# _____

Date & Time of Event _____

Where will the event be held? _____

Name of Event: _____

Would you like to request to have our volunteers to staff a table at your event? -----
(We cannot guarantee availability but will do our best to accommodate your request)

For legal reasons, we prefer to have it be your event and adding, "*Benefiting the Friends of the Burlington County Animal Shelter*"- not a "*Friends of the Burlington County Animal Shelter event*." Also, please be specific about how your event will help the Friends; for example, "50% of each ticket sold will be given to the Friends of the Burlington County Animal Shelter."

Event Do's & Don'ts:

Do:

- Set a goal
- Set a date, find a location, create a budget
- Advertise - create posters, place ads in community calendars, use social media etc.
- Make sure you have necessary licenses and permits
- Communicate with us – Be sure to keep the Friends in the loop.

Don't:

- **DO NOT** go door to door to solicit from strangers
- **DO NOT promise tax receipts.** Not all donations are eligible for a charitable tax receipt. If you have donors who require tax receipts, you will be asked to fill out a donation form (one sheet per donor) after your event. The Friend's donor processor will issue the tax receipts for each individual donor.

Thank you!!