



Third- Party Fundraising Application

Submit this form at least four (4) weeks prior to the event.

Section 1: Contact Information

Organization Name: _____

Contact Name: _____

Address: _____

City/State/Zip _____

Day Phone: _____ Email: _____

Minors: Are you under the age of 18? Yes No

If yes, provide the name and phone number of your Parent or Guardian

Name

Phone

Section 2: Event Information

Fundraising Activity Name _____

Fundraising Activity description: _____

Date(s): _____ Time(s): _____

Event Location/Address: _____

Have you ever hosted an event to benefit APL before (please circle one)?

Yes

No

What is your fundraising goal / how much do you expect to raise (after expenses)?

Have you hosted this event before? If so, did it meet or exceed the goal listed above?

How do you plan on promoting your event? _____

Expected number of attendees: _____

*****If your event requires any special licensing, permits or liability insurance, please attach copies of all necessary documents to this application***

Section 3: Financial Information

How will funds be raised (please check all that apply)

Pledges _____ Auction _____ Ticket Sales _____

Merchandise Sale _____ Donations _____

Other (Please explain): _____

Are you approaching sponsors (please circle one)? Yes No

If yes, please list organizations being approached to avoid potential conflicts with current or potential APL sponsors: _____

Will the proceeds of your event/activity be donated only to APL (please circle one)?

Yes No

If NO, please list who else will be benefiting from the event and what percentage APL will receive: _____

Section 4: APL Involvement

Due to the large number of third party fundraisers organized on behalf of APL, shelter staff and volunteers cannot provide support to plan, staff and/or promote events. APL staff and volunteers may be able to attend third party fundraising activities. All requests for APL attendance must be received at least four (4) weeks in advance of the event date and will be handled on a case-by-case basis and cannot be guaranteed.

Would you like an APL representative or speaker at your event (circle one)? Yes No

If YES, please provide details regarding time, topic and location: _____

While we cannot guarantee the presence of APL's adoptable animals on-site at your event or the presence of our Mobile Adoption Unit (MAU), if you wish to make a request, please let us know of your wishes below along with the time and location you would want them on-site.

APL knows there are many charitable organizations you could choose as your event benefactor and we are honored that you chose ours. We are happy to acknowledge and thank your time and efforts in our newsletter after your event. Please let us know exactly how you would like your event and/or organization listed _____

If you'd like for us to provide a link to your website, social media page, or event flyer, please list the link you'd like us to use here: _____

Is there any other information APL should know regarding your event? _____

Please review your completed form, sign below and return it to APL at least four weeks before your scheduled event. Completion of this form does not guarantee approval. Upon approval, you will receive an approved signed copy of the application for your records.

By signing this document, I/we acknowledge receipt of the Animal Protective League's third-party fundraiser guidelines and agree to comply with all provisions in organizing and hosting my/our event. I/we also agree with the collection of any and all information the Animal Protective League deems necessary to evaluate the event. I/we further attest that all information provided on this form is correct and accurately describes the proposed event.

I/we agree to indemnify the Animal Protective League, its staff, volunteers and agents for any expenses, losses, claims or damages resulting from the fundraising event or the non-compliance with any terms or provisions set by APL's guidelines for third-party fundraisers.

Signature

Date

On behalf of Animal Protective League, thank you for supporting and assisting us in saving the lives of thousands of sick, injured and homeless dogs and cats!

Please return this form to
Animal Protective League
ATTN: Jeffrey Cunningham, Event Coordinator
1001 Taintor Rd.
Springfield, IL 62702
Email: events@apl-shelter.org

APL Authorized Approval

Date