

# Animal Care Centers of NYC Third-Party Fundraiser Form



Hosting a third-party fundraising event or activity is a great way to support Animal Care Centers of NYC (ACC). Your efforts help bring us one step closer to fulfilling our mission to end animal homelessness in NYC. Below are the guidelines for hosting a third-party fundraising event. For questions, please contact the Development Department at [donate@nycacc.org](mailto:donate@nycacc.org).

## Guidelines for Hosting a Third-Party Fundraising Event

1. You may host an event or activity and designate ACC as the beneficiary. (Example: A business organizes a charity auction and donates the proceeds to ACC.)
2. ACC can be incorporated into an existing event as a beneficiary. (Example: A company hosts an annual event and asks attendees to bring pet supply donations for ACC.)
3. ACC's name and/or logo may only be used with prior written approval from ACC's Marketing & Communications Department and Development Department. All promotional materials that include ACC branding must be reviewed before distribution.
4. ACC will not cover expenses related to third-party fundraising events.
5. Events must align with ACC's mission and must not conflict with existing ACC fundraising initiatives.
6. ACC does not insure any third-party activities. Third-party activities organizers agree to defend and indemnify ACC and the City of New York from any and all claims and liabilities arising out of the activity.

## Event Submission Form

Please complete this form at least 60 days before your event. ACC will review and follow up to discuss participation.

<u>Your Name:</u>	<u>Event Name:</u>
<u>Company (if applicable):</u>	<u>Event Date &amp; Time:</u>
<u>Phone Number:</u>	<u>Event Location(s):</u>
<u>Address:</u>	<u>Event Website/Social Media Handles:</u>
<u>Email Address:</u>	
<u>Event Description:</u>	

**Please describe the support expected from ACC (check all that apply):**

- ☐ ACC promotional materials
- ☐ An ACC representative to speak at the event
- ☐ A representative to accept a donation check
- ☐ Other (please describe): \_\_\_\_\_

Anticipated Gross Income: \$ \_\_\_\_\_ Anticipated Donation Amount: \$ \_\_\_\_\_

Anticipated Corporate Sponsor(s): \_\_\_\_\_

Proceeds from this event shall be deemed unrestricted and used by ACC for purposes within ACC's mission, unless as specified by Donor and agreed to by ACC and in accordance with ACC's mission, such gift may be used specifically for (please describe your intention for these funds, subject to approval by ACC):

Agreement: I have read and agree to the ACC's Third-Party Guidelines and commit to providing ACC with the agreed upon donation from proceeds raised during the third-party activity. Defense and Indemnification: Third-Party Activity host/organizer acknowledges and agrees that ACC does not insure or assume responsibility for the Third-Party events, and waives any claims for liability against ACC for any claim or cause of action whatsoever arising from the Third-Party Activity event as described herein. By signing below, Third-Party Activity host/organizer agrees to hold ACC and the City of New York harmless and indemnify it for any claims, causes of action or liabilities associated with the Third-Party Activity event as described herein.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit the completed form by email to [donate@nycacc.org](mailto:donate@nycacc.org) or by mail to: Animal Care Centers of NYC, 11 Park Place, Suite 1212, New York, NY 10007 ATTN: Development Department.