



FUNDRAISING EVENT GUIDE



Thank you for your interest in hosting a fundraising event to support the lifesaving work of Greenville Humane Society! This year, nearly 50,000 animals will rely on us for help, and your support is the reason we'll be able to change their lives. Please review this guide prior to submitting your Fundraising Event Proposal Form.

1. Create an Event Concept

- a. We recommend choosing an event that fits the size, interest, talents, goals, and time availability of your planning committee. Fundraising events should also complement the mission and image of Greenville Humane Society. You can find some examples of successful events in the "Fundraising Event Options" PDF.
- b. Please note that Greenville Humane Society is unable to attend adoption only events as its adoption policy prohibits performing adoptions off-site

2. Submit a Fundraising Event Proposal Form

- a. A Fundraising Event Proposal Form must be submitted and approved to begin the process of hosting a fundraising event. Complete the form at least two weeks prior to your event date for guidance and resources.
- b. Since we are an organization with limited resources, we are unable to participate in every offer that we get. Because of this, we have to limit the number of events we attend and must prioritize them based on how each fundraiser fits our needs and capabilities.

3. Promote Your Event

- a. Event organizers are responsible for promoting their fundraising event. Greenville Humane Society can help promote your event in the following ways:
 - Posting on Greenville Humane Society's social media channels, including its Staff and Volunteer Facebook pages.
 - Creating a Facebook event and requesting Greenville Humane Society to be a co-host
- b. The official logo of Greenville Humane Society should not be altered in any way. Greenville Humane Society should approve all promotion which utilizes its logo.
- c. To protect the privacy of donors, Greenville Humane Society will not provide its database for promotion of any third-party event.

4. Submit Your Event Proceeds

- a. Greenville Humane Society asks that you submit the donations collected at your fundraising event within 30 days of the event.
 - Donation checks and money orders are payable to Greenville Humane Society and can be sent to:
Greenville Humane Society Attn: Small Events
305 Airport Road Greenville, SC 29607
 - Item Donations can be dropped off in person at our Adoption Center during normal operating hours.
 - Donations can also be made online.

Frequently Asked Questions

Can Greenville Humane Society provide administrative support for my event?

Greenville Humane Society staff can provide guidance and advice, but we are unable to provide administrative support for organizing an event.

Will Greenville Humane Society bring animals to my event?

Yes! We love bringing our dogs to events. We do not perform offsite adoptions, but can bring adoptable animals as long as they are event-ready. We cannot guarantee specific quantities, breeds, ages, or sizes.

How long can my event last?

To minimize the stress on our animals, we only attend events for 2 hours.

Will staff or volunteers attend the event to represent Greenville Humane Society?

At least one staff member will attend the event. Additional staff or volunteers will be present depending on availability and need.

Will Greenville Humane Society reimburse me for any fees incurred for hosting my event?

Greenville Humane Society is unable to hold any financial responsibility for third-party events. Please take any financial costs into consideration when planning your event!