

Rules and Regulations

1. The Prairie Paws Animal Shelter's name, logo and/or letterhead may not be used by any individual or organization to solicit prizes, sponsorship, underwriting or cash donations from another organization in order to support the event, promotion or sale. The use of the name of the Prairie Paws Animal Shelter may not be used in any way without written permission. **The official logo may not be used without prior written approval from the Prairie Paws Animal Shelter (for more information on receiving approval please contact the Prairie Paws Animal Shelter's director.)**
2. The Prairie Paws Animal Shelter will not solicit prizes for your event.
3. The organizer must register the event with the Prairie Paws Animal Shelter at least six (6) weeks in advance of the event.
4. An individual, company, or organization may not offer, on behalf of the Prairie Paws Animal Shelter, free tickets, advertising, or mentions in the event programs in exchange for cash donations, sponsorships, or underwriting.
5. Contributions to the Prairie Paws Animal Shelter are tax deductible less the value of goods and services received. This must be stated on the event invitation or promotion. Items sold at the event are not tax-deductible.
6. The Prairie Paws Animal Shelter cannot guarantee media coverage (television, radio, or print). Contact with the media about the event or promotion may be made, provided that the host communicates with the Prairie Paws Animal Shelter about or regarding contacts or arrangements that are made. The Prairie Paws Animal Shelter does not purchase advertising to promote third-party events.
7. The Prairie Paws Animal Shelter is not responsible for providing liability insurance for the event. Event organizers shall indemnify and hold harmless the Prairie Paws Animal Shelter from liabilities, losses, and expenses arising from the event or promotion.
8. The Prairie Paws Animal Shelter cannot serve as the fiscal agent for the event, ie. The Prairie Paws Animal Shelter will not pay expenses for the event. In addition, event organizers must comply with all local and state laws and purchase any necessary permits and licenses.
9. The Prairie Paws Animal Shelter cannot guarantee employees and/or volunteers will be available for the event. Requests for staff/volunteer assistance at the event should be made at the time of the proposal.
10. The Prairie Paws Animal Shelter reserves the right to approve any additional sponsors which are considered.
11. A minimum of seventy-five (75) percent of the gross proceeds of the event must be donated to the Prairie Paws Animal Shelter. A financial statement must be presented, along with the proceeds, within thirty (30) days of the event's conclusion. The expenses for your event should not exceed 25% of your total revenue.