



Thank you for your interest in Cincinnati Animal CARE. Your event has the opportunity to raise critical funding that could impact the lives of over 8,000 animals we take into care each year.

Cincinnati Animal CARE is Hamilton County's open-intake, no-kill animal shelter. We provide individualized care, life-saving solutions, and safe shelter for animals in need. Our mission is to reunite lost pets, reduce the stray population, promote adoption and rescue, and offer resources for responsible pet ownership throughout Hamilton County. Together, we're building a community where every animal is valued, protected, and has a place to call home. We welcome Community events to support this mission, and thank you for joining us in our mission!

Please take a moment to review the guidelines outlined below, then complete our online form so that we are able to get in touch with you about your event.

Your event proposal will be carefully reviewed and evaluated for achievability and suitability with our organization's mission and objectives.

## **Community Event Guidelines for Cincinnati Animal CARE**

Event Notice: All requests for Community Events are required to be submitted at least one month in advance of the event to ensure the best possible outcome. All organizers or sponsors of Community Events conducted on behalf of Cincinnati Animal CARE, including fundraising, must be approved by the Cincy CARE Community Engagement Department. Please note that an event that conflicts with an already established promotion may not be approved.

Please note: With the exception of annual events and "grandfathered in" events, we do not host off-site adoption events due to staffing limitations. If you have any questions, please feel free to email us at [WeCARE@cincycare.org](mailto:WeCARE@cincycare.org)

#### ADVANCE NOTICE:

All event proposals should be submitted at least 1 month (4-weeks) prior to the event. This allows for ample time to plan, coordinate, and market the event for optimal results. If there is already an event scheduled at your proposed time, you may be asked to change dates, or the event will not be approved.

#### MEDIA/PROMOTING OF THE EVENT:

Cincy CARE must be emailed proofs of all marketing materials (flyers, social graphics, etc.) prior to their publishing to ensure they align with our branding guidelines and will approve them for use. **Cincy CARE will not provide funding for these materials.** Once an event is approved, we will provide the host with a copy of our logo and a boilerplate description to use in marketing materials and marketing efforts.

#### OTHER NON-PROFITS:

If Cincinnati Animal CARE is not the only 501c3 non-profit benefiting from an event, that must be disclosed at the time of proposal.

#### ON-SITE REPRESENTATION:

Due to the high volume of inquiries and limited resources, there is no guarantee we will be able to provide staff, volunteers, or ambassador animals at your event. It is the responsibility of the event organizer or sponsor to organize and fill volunteer positions. We will try our best to be there for representation.

#### PERMITS & LIABILITY:

All needed permits for the event are the responsibility of the event organizer. Cincinnati Animal CARE is not responsible for any property damage and cannot assume any type of liability for your event, participants, volunteers, or employees. We cannot provide liability insurance or coverage for your event.

#### EXPENSES:

Applicants will agree to assume responsibility for all expenses associated with the event and assume all responsibility for any debts incurred.

#### PAYMENT:

Cincinnati Animal CARE must receive payment of the donation within 30 days of the event. Please make checks payable to Cincinnati Animal CARE Humane Society.

Cincinnati Animal CARE has the right to decline or cancel participation for any event for any reason. Thank you for your ongoing support and understanding!