

**The Humane Society of Kitchener Waterloo**  
**250 Riverbend Drive**  
**Kitchener ON N2B 2E9**

**Email: [cristina.lopes@kwsphumane.ca](mailto:cristina.lopes@kwsphumane.ca)**

**3<sup>rd</sup> Party Event Proposal Form**

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Thank you for including The Humane Society of Kitchener Waterloo in your event. As a registered charity that receives no government funding for our Humane Society programs and services, we look to our community to provide the funds needed to continue our mission.

Please review the following. To better support your event and to help you succeed, we ask that you complete the registration page and return well in advance of your planned event.

We do ask organizations and groups that are fundraising on our behalf to understand and reflect our Mission, Vision, and Values.

**Mission Statement**

- The Kitchener Waterloo Humane Society is the leader in animal welfare in our communities, focusing on the responsible treatment of animals through care, education, advocacy, and compliance.

**Vision Statement**

- The Kitchener Waterloo Humane Society works to create communities that value and respect animals.

**Value Statements:**

- Serving our communities;
- The humane treatment of animals;
- Innovation and learning;
- Compassion and dedication;
- Showing leadership and working collaboratively;
- Being accountable.

The KWHS appreciates your efforts in fundraising on our behalf but we cannot assume financial responsibility for expenses incurred by a Third Party Event.

In planning an event please determine any rules/restrictions governing:

- ↳ Admission Ticket Sales
- ↳ Raffle Ticket sales and prizes
- ↳ 50/50 Draws
- ↳ Door Prizes
- ↳ Alcohol / Bar Service
- ↳ Sale of food / BBQs

While we are here to help your group, please note that we cannot guarantee procurement of relevant licences.

# KWHS THIRD PARTY EVENT INFORMATION

Name of Event

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Contact Person

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Address

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City / Province

Postal Code

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Telephone

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Email

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Event Location

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Event Dates

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Event Times

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Event Admission Price

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Event Description

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Do you anticipate a cash donation to the Kitchener Waterloo Humane Society?

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Do you require support from the KWHS? If yes, please list items:

**Please Note:** While we are happy to provide promotional material to support your event, we cannot guarantee volunteer assistance or attendance by KWHS volunteers or staff. For health concerns, we do not take adoptable pets to community events.

**Please read** the following and sign below to verify that you understand these restrictions.

I understand that the KWHS name and logo are registered trademarks and approval must be given by a representative of the KWHS prior to my usage.

I understand that I must provide a legible list of names, contact details, and amounts of any personal donations for which tax receipts are required.

I understand that the KWHS cannot issue a tax receipt to me personally for funds raised at an event.

By publicly naming the KWHS as the beneficiary of our event, on behalf of event organizers I agree to donate the full amount of the proceeds (after expenses) within 10 business days following the event.

Applicant Name (please print)

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Applicant Signature

Date

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Authorized signature for The Humane Society of Kitchener Waterloo

Date

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### Contact Information

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