



HUMANE SOCIETY  
— of Indianapolis —

### Third-Party Event FAQ

**Q: Can we request a representative from IndyHumane to attend the event?**

A: Due to the large number of requests received, IndyHumane is not typically able to provide staff to organize, implement, and attend events. These requests will be considered on a case-by-case basis.

**Q: Can we request an IndyHumane staff member to speak to our group while planning for an event?**

Yes. With adequate notice, we will be happy to speak to your planning group. We can even arrange to do this at IndyHumane's facility and include a tour for your group. Please contact the Development Department at 317-872-5650 x121 or by e-mail to [jsimpson@indyhumane.org](mailto:jsimpson@indyhumane.org) to arrange this. In addition, you can find information to familiarize yourself with our organization and to distribute at your event here.

**Q: Will IndyHumane provide volunteers for our event?**

A: Due to the large number of requests received, IndyHumane is not able to provide or coordinate volunteers for your event.

**Q: Will IndyHumane provide animals to appear and/or be available for adoption at our event?**

A: Requests for adoptable animals to appear at a third-party event will typically not be granted but will be considered on a case-by-case basis based on the availability of staff and transportation. Adoptions must take place at our Michigan Road facility during normal business hours.

**Q: Can we hold a donation drive to collect items most needed by the shelter?**

A: Yes! We're always in need of food and other basic items. You can review our wish list here: [http://indyhumane.org/index.php/donate/shelter\\_wish\\_list](http://indyhumane.org/index.php/donate/shelter_wish_list). We ask that you still submit a Third-Party Event Application.

**Q: Can we use IndyHumane's name and logo on items for an event?**

A: Any third-party event organizer wishing to use the IndyHumane name and/or logo must obtain approval in advance by IndyHumane and should be requested by contacting the Development Department at 317-872-5650 x121 or by e-mail to [jsimpson@indyhumane.org](mailto:jsimpson@indyhumane.org). This requirement applies to broadcast promotions, all printed materials, Web content and any other promotional information related to your event. Images for specialty items such as t-shirts, caps, buttons, pins, coffee mugs, etc. also must be submitted for approval prior to production.

**Q: How do we request promotional items for an event?**

A: Please request these items in the "Other Information" section of the *Third Party Event Application*.

**Q: Can we use IndyHumane's tax ID and W-9?**

A: We cannot allow the use of our tax ID number for third party events, as we are not administering and/or managing these events.



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**Q: What fundraising activities qualify as gaming?**

A: The Indiana Gaming Commission defines gaming activities as the following: bingo, charity game night, raffle, door prize, festival, the sale of pull tabs, punch boards and tip boards and any other gambling event specifically approved by the Indiana Gaming Commission. All gaming activities require a license to be obtained by the event organizer. Please visit the Indiana Gaming Commission's website ([www.in.gov/igc](http://www.in.gov/igc)) for more information.

**Q: Can third-party event organizers serve alcohol at an event?**

A: If you wish to dispense alcohol at your event, you must hire a licensed alcoholic beverage bartender. All required permits must be obtained by the event organizer. More information can be found at [www.in.gov/atc](http://www.in.gov/atc). IndyHumane recommends that if alcohol is present at an event, proof of age be required and signs posted to that effect. Alternate means of transportation are also recommended to be available to attendees and/or participants.

**Q: Where do we send our donation after an event?**

A: Please send the net proceeds within 30 days of your event to:

Humane Society of Indianapolis  
Development Department  
7929 N Michigan Rd  
Indianapolis, IN 46268

Please do not send cash in the mail. Checks should be made payable to IndyHumane.

**Q: Will donors receive a tax receipt for their donation?**

A: Please provide appropriate accounting of the donations by using our printable giving form found here [http://indyhumane.org/uploads/resources/monetary\\_donation\\_form.pdf](http://indyhumane.org/uploads/resources/monetary_donation_form.pdf). Events should submit *one* check with net proceeds, not individual checks. Donations of \$11 or more written to IndyHumane that include the name and full address of the donor will receive a tax receipt. Donors cannot deduct as a charitable contribution amounts paid to buy a raffle or lottery tickets or to play bingo or other games of chance.

**Q: Can we direct the proceeds from an event to a specific area of IndyHumane?**

A: If you would like to designate your donation to a specific area, please indicate that on the giving form accompanying your donation. We're happy to direct your funds to your particular interests. If you do not indicate a specific area, all donations will be directed to the general benefit of IndyHumane. This allows IndyHumane to direct your gift to where it is needed most.

Humane Society of Indianapolis  
Development Department  
7929 N Michigan Rd  
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