



## do it yourself fundraising

### *frequently asked questions*

**Q: Why is our activity classified as [Do It Yourself Fundraising](#) and not an IndyHumane event?**

A: This is your event, which means you can be creative and show your support of IndyHumane. So, when promoting your event, title it as “[Event Name], benefitting IndyHumane” to show our support of your event.

**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. If you’d like the Pet Awareness Wagon to attend the event, you can fill out a [request here](#).

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

A: 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 [events@indyhumane.org](mailto:events@indyhumane.org) to arrange this. In addition, you can find information to familiarize yourself with our organization by visiting our website at [indyhumane.org](http://indyhumane.org).

**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?**

A: Requests for animals to appear at a Do It Yourself Fundraising event will be considered on a case-by-case basis based on the availability of staff, animals, and transportation. Please note we do not conduct off-site adoptions at DIY events; folks interested in adopting must follow our normal adoption processes, found at [indyhumane.org/adopt](http://indyhumane.org/adopt).

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

A: Yes! We’re always in need of supplies to keep the animals happy and healthy. You can review our wish list here: [indyhumane.org/wishlist](http://indyhumane.org/wishlist)

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

A: Any Do It Yourself event organizer wishing to use the IndyHumane name and/or logo must obtain approval in advance by IndyHumane, and approval should be requested by contacting our events team by email at [events@indyhumane.org](mailto:events@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 *Fundraiser Information Form*.

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

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

**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 inside our downloadable Fundraising Guide. Please use this form to itemize all cash and check donations that you receive. All donations 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: All donations will be directed to the general benefit of IndyHumane. This allows IndyHumane to direct your gift where it is needed most.

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

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

IndyHumane c/o Events Team

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Please do not send cash in the mail. Checks should be made payable to IndyHumane, with a memo noting the event name or hosting organization.

**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: 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.