



11 Park Place, Suite 805, New York, NY 10007

[www.nycacc.org](http://www.nycacc.org)

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## THIRD PARTY ACTIVITIES

### Thank you for your interest in planning a Third-Party Activity!

Third-Party Events are one of the many ways to support Animal Care Centers of NYC (ACC). Planning an event is not only fun, but it is an opportunity to help homeless and abandoned pets at ACC. Below you will find procedures and guidelines that will make participating in third party activities clear. Please contact the ACC Special Events Department for more information at [rsvp@nycacc.org](mailto:rsvp@nycacc.org).

### Types of Third –Party Activities

1. **A group or individual can host an event or sponsor an activity and make ACC the beneficiary.** (e.g. An organization hosts a golf outing and donates to ACC a check for the net profits from the event.)
2. **ACC can "piggy back" on an existing event, adding a third-party fundraising element, and receive the income produced from that element.** (e.g. A company has an annual party and asks their employees to bring donations of new pet toys or canned food for ACC or, a group becomes a sponsor of an annual marathon offering registrants the opportunity to receive pledges for ACC.)

### Procedures

Please fill out the attached form along with a description of the event you would like to host at least **60 days** prior to the date of your event. Once we receive your form, we will contact you to setup a time to discuss the event. You will receive a letter/email regarding the disposition of your request.

### Guidelines

Animal Care Centers of NYC has a set of guidelines that we ask all individuals and organizations to follow when fundraising on ACC's behalf:

1. The ACC name and/or logo cannot be used to promote a third-party event without prior approval by ACC's Special Events Department. All approved third-party events must submit copies for review of print materials which include the ACC logo/name prior to printing.
2. Keep an accurate account of your event. ACC will not be responsible for any expenses incurred for a third-party activity.
3. The third-party activity should be one that does not conflict with the mission of ACC. ([www.nycacc.org/About.htm](http://www.nycacc.org/About.htm))
4. Your third-party activity should not conflict with an existing ACC fundraising event.
5. ACC does not insure any third-party activities. Third-party activities organizers agree to defend and indemnify ACC and the City of New York from any and all claims and liabilities arising out of the activity.

### Example of Third-Party Activities

Golf tournaments, marathons, wine tastings, auctions, grand openings, holiday parties, bike-a-thons, walk-a-thons, birthday parties, toy drives, blanket drives, weddings, anniversaries, etc.

### Proposed Third-Party Event Details

(Please Type or Print)

Your Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

Address 2 (Apt, Floor, etc.): \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Name: \_\_\_\_\_ Time: \_\_\_\_\_

Event Website: \_\_\_\_\_ Date: \_\_\_\_\_

Event Facebook Page: \_\_\_\_\_ Event Location(s): \_\_\_\_\_

### Detailed Event Description

### Expectations of Animal Care Centers of NYC

Please describe the support expected from ACC (please check all that apply)

ACC promotional materials

An ACC representative to speak at my event

Volunteers to help with my event

Someone to bring adoptable animals to my event

Someone to come to the event to accept a check or funds raised

Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe what you would like ACC to do for your event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Anticipated Cost and Income

Anticipated Gross Income: \$ \_\_\_\_\_ Anticipated Donation Amount: \$ \_\_\_\_\_

Anticipated Corporate

Sponsor(s): \_\_\_\_\_

I have read and agree to the ACC's Third-Party Guidelines and commit to providing ACC with the agreed upon donation from proceeds raised during the third-party activity. **Defense and Indemnification:** 3<sup>rd</sup> Party Activity host/organizer acknowledges and agrees that ACC does not insure or assume responsibility for the 3<sup>rd</sup> Party events. By signing below, 3<sup>rd</sup> Party Activity host/organizer agree to hold ACC and the City of New York harmless and indemnify it for any claims, causes of action or liabilities associated with the 3<sup>rd</sup> Party Activity event as described herein.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Your Third-Party Activities Description Form will be reviewed upon receipt. You will be contacted to arrange a time to discuss ACC's participation in this event. Please send the completed and signed form to: Animal Care Centers of NYC, 11 Park Place, Ste. 805, New York, NY 10007 ATTN: Special Events Department or send this form by email to: [rsvp@nycacc.org](mailto:rsvp@nycacc.org)