

Scott County Humane Society Community Event Guidelines

Thank you for your interest in partnering with Scott County Humane Society (SCHS). Community-hosted fundraisers and outreach opportunities help us continue our lifesaving work for animals in need while strengthening community trust, education, volunteer recruitment, and foster support.

This document outlines our expectations and requirements for events involving Scott County Humane Society, including **third-party fundraising events** and **community engagement events**. Please review these guidelines before submitting an [Community Event Request form](#).

About Scott County Humane Society Event Participation

Scott County Humane Society is a volunteer-run organization, and most of our animals are in foster care. Because of this, SCHS participation (including the number of volunteers and animals we can bring) is based on availability and must be confirmed in advance.

Submission of an Community Event Request form does not guarantee SCHS attendance or participation.

Types of Event Requests We Review

Third-Party Fundraising Events

A third-party fundraising event is any event that is organized, hosted, and managed by an individual, group, or business where SCHS is the beneficiary. While our team may offer limited support when available, the planning, costs, permits, promotion, staffing, and overall success of the event are the responsibility of the organizer.

Examples include:

- Restaurant give-back nights
- Storefront donation drives
- Benefit concerts or community social
- School or workplace fundraisers
- Vendor market fundraising partnerships

Community Engagement Invitations

Public events where Scott County Humane Society is invited to attend for outreach, education, volunteer recruitment, or awareness.

Examples include:

- Community festivals
- School events and educational outreach
- Neighborhood associations or civic gatherings
- Volunteer recruitment events
- Pet-focused events promoting responsible care

Event Requests Involving Animals

Animal participation is evaluated on a case-by-case basis. Our priority is always animal welfare and safety.

We consider:

- Weather and temperature
- Crowd size, noise level, and event flow
- Safe, shaded/indoor space availability
- Space for animal handling and decompression
- Volunteer capacity and trained handler availability
- Animal health, temperament, and stress indicators

SCHS reserves the right to limit the number of animals present, attend without animals, or cancel animal participation if conditions are not safe or appropriate.

Adoption-Related Expectations at Events

SCHS does not guarantee on-site adoptions at community events. Adoption decision-making requires appropriate screening, matching, and controlled environments. If adoption activities are being considered, that must be discussed and approved in advance.

Responsibilities

What SCHS Can Provide (When Available)

Depending on volunteer capacity and event fit, SCHS may be able to provide:

- Outreach materials (brochures, volunteer/foster info, donation info)
- A small outreach table setup (if space allows)
- Social media sharing of organizer-created promotional materials
- Volunteer attendance for education and community engagement
- Foster-based animal attendance (only when safe and feasible)

What Event Hosts/Organizers Are Responsible For

All event hosts are responsible for:

- Event planning, staffing, setup/teardown, and cleanup
- Permits, licenses, insurance, and venue requirements
- Marketing and promotional material creation
- Any vendor fees or costs associated with hosting
- Providing approved accommodations if SCHS attends (see below)
- Ensuring a safe environment for volunteers, guests, and animals

What the Scott County Humane Society cannot do:

- Sign vendor contracts or agreements on behalf of an organizer
- Provide cash banks, change, or point-of-sale equipment
- Share donor lists or supporter contact information
- Guarantee attendance, volunteers, or animals without confirmation

Site Logistics Requirements (If SCHS Attends)

If SCHS is approved to attend, event hosts should provide (as applicable):

- Table(s) and chair(s)
- Electricity access (if needed)
- Covered or shaded space outdoors (canopy/tent)
- Reasonable parking access and clear load-in instructions
- A safe, low-traffic area if animals are present
- Access to water and climate control when appropriate

Use of SCHS Name and Logo

Use of the “Scott County Humane Society” name and/or logo in promotional materials must be accurate and may require approval. Please submit drafts of flyers or promotional materials in advance whenever possible.

Donations, Proceeds, and Supply Drives

If your event collects donations:

- Monetary donations should be made payable to Scott County Humane Society.
- Proceeds and/or collected supplies should be delivered to SCHS promptly after the event (unless otherwise arranged).
- If you are hosting a supply drive only, SCHS can provide a wish list and guidance upon request.

Timeline for Requests

To support proper review and coordination, we strongly recommend submitting your Community Event Request form at least 30 days before your event date. Requests submitted with short notice may not be possible to support.

SCHS Right to Decline or Cancel Participation

SCHS reserves the right to decline event requests or cancel participation in previously approved events due to:

- Volunteer capacity limitations
- Foster/animal availability or welfare concerns
- Weather or unsafe conditions
- Conflicts with SCHS operational priorities
- Misalignment with SCHS mission or community standards

Ready to Submit a Request?

Please complete our [Community Event Request form](#) so we can review your event details and follow up.