



*Providers of Assistance Dogs*

## **Canine Support Teams, Inc.**

**P.O. Box 891767 Temecula, CA 92589-1767**

**Phone: (951) 301-3625 Fax: (951) 301-3605**

**Email: [cstmain@caninesupportteams.org](mailto:cstmain@caninesupportteams.org)**

**Website: [www.caninesupportteams.org](http://www.caninesupportteams.org)**

Thank you for contacting Canine Support Teams and offering to fundraise on our behalf. We are not owned or operated by any local business and our charity is governed by a volunteer Board of Directors. We have a minimal staff who operate from modest facilities so that we may maximize the funding necessary to provide service dogs to those with disabilities other than blindness.

Volunteers and fundraising partners are the heart of any non-profit organization and this is definitely true for Canine Support Teams. To help serve those with disabilities including wounded U.S. Veterans, we rely on partners like you, who conduct fundraising events on our behalf. The need in our community is great and we could not succeed in our charitable mission without your generosity.

Please read and fill out our Community Fundraising Guidelines as fully as possible and return them to us. If you have any questions or need assistance, please contact

Sally Wing, Marketing Coordinator  
(951) 294-1227  
E-mail [marketing@caninesupportteams.org](mailto:marketing@caninesupportteams.org)

# Thank you!

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*The mission of Canine Support Teams is to provide specially trained service dogs to support the personal, social, and occupational independence of those with disabilities.*



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### **COMMUNITY FUNDRAISING EVENT POLICY GUIDELINES**

Canine Support Teams, Inc., hereafter referred to as CST, is pleased to be the beneficiary of financial support that results from special fundraising events or projects by generous individuals, groups, and organizations. In order to ensure that all proposed fundraising projects are in keeping with our organizational guidelines, and to comply with regulations pertaining to non-profit organizations, we require:

1. Completion and return of attached application for review prior to authorization to conduct an event. The Marketing Coordinator will review the request. All requests will be answered no later than 15 days after receipt.
2. Use of CST name or logo will only be authorized after approval of your completed application. Sponsor is authorized to use the name Canine Support Teams, Inc. only in connection with the fundraising event, and only until the completion of the approved fundraising event or partnership, or termination of this agreement. All usage of the Copyright of Canine Support Teams, Inc. shall bear the copyright symbol, ©.
3. CST assumes no responsibility for promoting the event. Any advertisements or press releases should be approved by CST prior to their release. The amount or percentage of monies donated to CST should be included in all advertisements so that the public knows what percentage of their funds will benefit the charity.
4. We must always be sensitive to the privacy of the individuals we serve. Therefore, no individual that is or has been a client of CST may be exploited in connection with the event or endeavor.
5. Event sponsor agrees to comply with all necessary local or government regulations. This includes, but is not limited to, registering with the appropriate agencies, purchasing insurance, and following any rules of disclosure currently required by the IRS, and required licenses or permits.
6. The sponsor/organization holding the event intended to benefit Canine Support Teams agrees to indemnify and hold CST harmless from any and all claims that may arise as a result of this event.
7. Due to the high level of demand on volunteers' time, CST cannot commit the resources of its volunteers unless by special agreement.
8. Any endeavor which requires that Canine Support Teams' donors or Board of Directors to make or solicit purchases will not be accepted.

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9. Sponsor shall perform all things necessary for the successful completion of the fundraising event, and shall assume full obligation and responsibility for the payment of all expenses in connection therewith, without regard to the amount of funds collected for the event.

10. Sponsor agrees to deliver to CST, promptly after the completion of the fundraising event, the proceeds, including pledges, and to provide a written accounting of the fundraising event if requested by CST.

11. Canine Support Team's Service Dogs are not readily available for appearances at Community Fundraising Events. Occasionally, CST representatives will be able to attend third party events with dogs, but this accommodation cannot be guaranteed.

Please initial that you have read and agree to the above guidelines           

### COMMUNITY FUNDRAISING EVENT APPLICATION FORM

Name of organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

(\_\_\_\_\_) \_\_\_\_\_

Phone

# Email address

Brief description of proposed event, including location:

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

Date of event: \_\_\_\_\_ Hours of event \_\_\_\_\_

Will the event benefit other organizations? Y / N Names of other organizations:

\_\_\_\_\_

Approximate anticipated donation to CST: \$ \_\_\_\_\_

I have read the attached Benefit Approval Guidelines of Canine Support Teams, Inc. I agree to comply with all guidelines.

\_\_\_\_\_  
Signature of contact person

\_\_\_\_\_  
Date

**For CST Office Use: Approved by** \_\_\_\_\_ **Date** \_\_\_\_\_

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