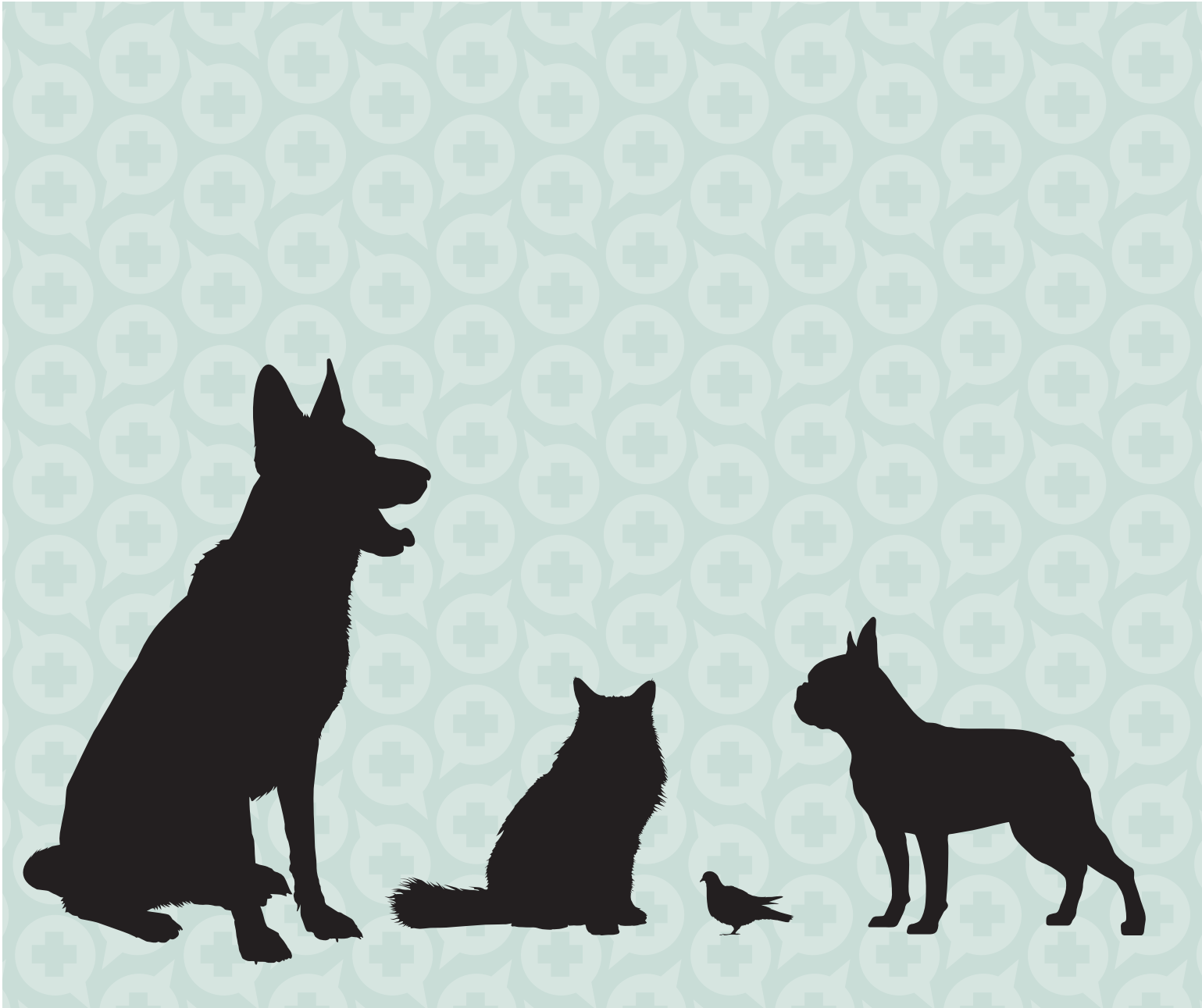




DoveLewis

FUNDRAISING TOOLKIT



DoveLewis at a Glance



61%
DOGS



33%
CATS



3%
BIRDS



3%
OTHER

Total Patients
treated 2017 Fiscal Year

15,514

Donor-funded Community Programs



largest volunteer-based animal blood bank in the Pacific Northwest



a nationally recognized pet loss support program



an animal-assisted therapy program



education for veterinary professionals



stabilizing care for lost, stray and wild animals



financial assistance for abused animals and qualifying low-income families



established in 1973 in Portland, Oregon



the only nonprofit, 24-hour emergency and intensive care unit in the region



over 500,000 animals treated

Our Mission

To provide the best emergency and critical care for companion animals, and to support veterinary professionals and the animal-loving community.

Top 10 Medical Issues Treated

1. Vomiting, diarrhea and other intestinal issues
2. Ingesting inappropriate items
3. Wounds and lacerations
4. Trauma (falling, broken or fractured bones, hit by car, etc.)
5. Urinary tract issues
6. General pain and discomfort
7. Respiratory issues
8. Cancerous and non-cancerous masses
9. Seizures
10. Allergic reactions

Top 15 Items Ingested by Animals

“Dietary indiscretion” is the second largest issue treated at DoveLewis. Last year, animals ate more than 130 types of food, objects or other inappropriate items causing them illness or injury.

- Chocolate
- Human or animal medication
- Marijuana
- Grapes or raisins
- Chicken/meat bones
- Rat poison or pesticides
- Xylitol (artificial sweetener)
- String or ribbon
- Socks
- Plastic (toys, dishes, bags, etc.)
- Corncobs
- Cloth (rags, towels, blankets, etc.)
- Salmon
- Lilies
- Rubber (balls, rubber bands, etc.)

Our Donor-funded Community Programs

In addition to providing expert medical care, DoveLewis is committed to supporting the animal-loving community. Comfort, happiness, relief, peace of mind – these are just some of the benefits of DoveLewis’ unique community programs. Our programs continue to grow and advance thanks to the generosity of our supporters and community members.

Velvet Assistance Fund

Every month DoveLewis awards \$19,000 to help eligible low-income families cover some of the costs for their pet’s care. Last year we increased the fund by 67% thanks to the generosity of our donors.

Charlie Fund

The Charlie Fund ensures that abused animals receive the emergency care and compassion they desperately need and deserve.

Stray Animal & Wildlife Program

DoveLewis is committed to giving compassionate care to every stray animal brought through our doors. The Stray Animal & Wildlife Program helps offset the costs of caring for those animals.

Blood Bank Program

Animals need blood transfusions in emergencies, too! Nearly 150 canine and feline volunteers donate enough blood and plasma every year for more than 500 transfusions making ours the largest volunteer-based animal blood bank in the Pacific Northwest.

Portland Area Canine Therapy Teams (PACTT) Program

In partnership with Guide Dogs for the Blind, highly trained career-change dogs and their handlers complete DoveLewis’ extensive training for certification in animal assisted therapy. In just this last years, 50 certified PACTT teams have logged over 5,400 volunteer hours in 70 facilities.

Pet Loss Support Program

We honor the human-animal bond and know that people are often expected to minimize their sorrow for a deceased pet. Recognizing the need for pet owners to talk and share stories about their lost pets, DoveLewis offers Portland’s only Pet Loss Support Group free of charge.

What Kind of Events Could I Do?

We love how creative and inventive our supporters are, and appreciate all of your efforts. To help jumpstart some ideas, see below for some of our favorite event suggestions.

Community Fundraisers

Turning your love for Dove into a community fundraiser is as easy as hosting a car wash, party, BBQ or lemonade stand! Invite your family, friends, classmates and neighbors to participate. Hold the event every year to build momentum and create community!

Tournaments

Golf, frisbee or even boardgame tournaments are a great way to raise funds for DoveLewis! Find your passion and charge an entry fee for each team. Make it fun!

“A-Thons”

Walk-a-thon, bowl-a-thon, skate-a-thon, eating-a-thon and more. “A-thons” are great way to build community and raise funds for DoveLewis. Get pledges for every mile or hour of activity. Online fundraising tools can be helpful during “a-thons.”

Birthdays/Special Occasions

At your next special occasion encourage friends and family to donate to DoveLewis in lieu of gifts. Collect donations that day or direct people to our fundraising page at dovelewis.org.

Workplace Campaigns

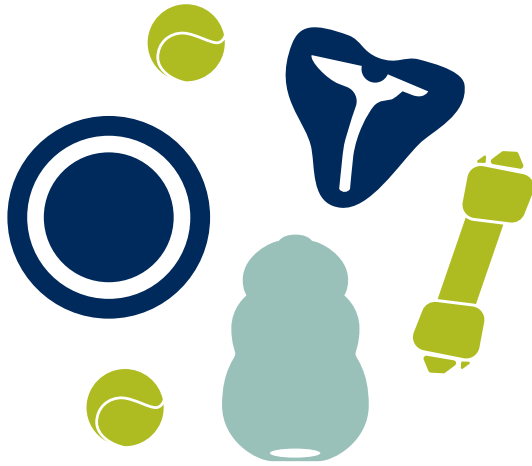
Build teams and have some fun with a workplace campaign. Casual Friday, division contests and “skip the latte” campaigns are all great ways to get the whole office involved. See if your workplace has matching gifts or challenge your boss to match the donations as well.

Percent of Sales

Own a business? Have an item or day in which a percent of sales goes towards DoveLewis! It’s a great way to involve the community, get new people in your store, and boost sales while helping a great cause. Make sure you post the percentage of sales to be donated.

Donate Items to DoveLewis

Want to help animals directly like our staff does 24/7? Donate some key items to the hospital!



Toys & Treats for the Blood Bank Program

Our “superhero” blood donors get to pick out a toy of their very own after each donation, and each year we need to collect over 650 toys! New plush toys with a squeaker, durable tennis balls and bite-sized treats are preferable.

Hospital Supplies

Laundry never stops when you work in a 24/7 hospital, and fresh, clean laundry is essential to the health and happiness of our patients. For animal safety, supplies must be clean, with no major stains, holes or frayed edges. (Sorry, we are unable to accept pet beds at this time.)

- Towels (washcloths, hand towels, bath towels)
- Sheets (plain or fitted)
- Blankets



Baby Food

From newborn kittens to dogs with upset stomachs, baby food is an excellent, healthy solution to help our patients get well again. Please note that we only accept donations of **Beech Nut Brand Stage 1 Meat Flavors:**

- Beef and beef broth
- Chicken and chicken broth
- Turkey and turkey broth



Prize and Auction Items

We are always accepting items to be used at fundraising auctions and raffles during DoveLewis fundraising events like the Wet Nose Soirée and Dogtoberfest. Not sure what to donate? Contact Caroll Casbeer, ccasbeer@dovelewis.org.

Question?

Please contact us:

By phone: 971-255-5928 | By email: events@dovelewis.org

Guidelines To Help You, The Organizer

Any fundraising activity that is coordinated and executed by community members and volunteers that benefits DoveLewis is called a “third-party fundraiser.” The people executing the event are known as the “organizers.”

Organizers Will:

- Be responsible for the operational/logistical planning of the activity or event, such as: securing date/venue, selling tickets/coordinating registration, contacting vendors, etc. DoveLewis will not be held liable for any costs associated with the fundraiser.
- Be responsible for all press releases, public service announcements, advertisements and printed materials (posters, brochures, flyers, tickets, invitations).
- Clearly state the portion of proceeds that benefit DoveLewis on all promotional materials.
- Ask approval for use of the DoveLewis logo and follow the DoveLewis logo guidelines:
 - DoveLewis logo may not be incorporated into any other business logo.
 - It cannot be used in conjunction with firearms or tobacco products.
- Comply with all federal, state and local regulation and cannot expose DoveLewis to any undue risk or liability.
- Cooperate fully with DoveLewis’ cash management and gift acknowledgment procedures (see next page).

DoveLewis Will:

- Provide digital versions of the DoveLewis logos.
- Have right to decline association with any event or organization for any reason.
- Review and approve or decline all marketing materials in a timely manner.
- Loan banners and marketing materials (available for pick up).
- Promote approved events on social media and other digital outlets at least once.

Notes:

- For confidentiality reasons, DoveLewis cannot release donor or volunteer lists to the Organizer.
- Any raffles or drawings must be done in accordance to the law and do not fall under DoveLewis’ raffle permit.

Insurance:

Insurance (if applicable) is the responsibility of the Organizer. Please provide proof of insurance to DoveLewis prior to the event. Organizers are responsible for any permits or licenses needed for the event.

Cash Management and Gift Acknowledgement Procedures

In accordance with IRS Regulations, Organizers must disclose to participants the amount or percentage of each payment that will benefit DoveLewis and any particular fund it may be designated towards.

At the conclusion of the event, the Organizer must reconcile the event revenue and submit the proceeds within 30 days of the event.

The Organizer will receive a written acknowledgement and tax receipt of the gift. Participants in the event will NOT receive an acknowledgement from DoveLewis and will not be eligible for a tax deduction.

If the event participants wish to make a donation to DoveLewis at the Organizer’s event, the Organizer shall collect checks payable directly to DoveLewis and deliver checks to DoveLewis at the conclusion of the event. These donors will receive an acknowledgement letter from DoveLewis for their tax-deductible gift.

Please note, this document was developed in accordance with common fundraising practices. It is not intended to serve as tax advice. For more information about tax deductibility of gifts, please consult with a tax professional.

Question?

Please contact us:

By phone: 971-255-5928 | By email: events@dovelewis.org



DoveLewis Emergency Animal Hospital is recognized as a charitable organization under Internal Revenue Code, Section 501(c)(3). All donations are tax deductible as allowable by law. Federal Tax ID No. 93-0621534.

DoveLewis

1945 NW Pettygrove Street
Portland, Oregon 97209

Open 24 Hours

Contact Us

main 503-228-7281
fax 503-228-0464
online dovelewis.org
email contact@dovelewis.org

Connect with Us





DoveLewis Fundraising Proposal

Contact Information

NAME _____ DATE _____

ORGANIZATION NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

PHONE _____ CELL HOME WORK FAX NUMBER _____

Event Information

1. Title and description of proposed event

2. Facility and/or location where event will be held _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

3. Event Date _____ **Event time** _____ **Expected Number of Participants** _____

Ticket Price \$ _____ **Contact name for tickets** _____

Phone _____ CELL HOME WORK

4. Will insurance coverage be necessary for your event? NO YES If yes, please attach proof of insurance.

5. Are permits required? NO YES If yes, please explain _____

6. Projected Revenue \$ _____ **Projected Expenses \$** _____ **Anticipated net revenue \$** _____

100% of the net income will be donated. – OR – % of gross income will be donated to DoveLewis

Will any of the income be shared with another non-profit? NO YES % _____

If yes, please list other non-profit organization(s)



DoveLewis Fundraising Proposal (continued)

7. How and when will your event be publicized? (Print, radio, TV, other)

8. What support will you need from DoveLewis for this event/project?

9. If you are selling an item before or after the event, please describe it, including start and stop dates of sale:

100% of the net income will be donated. **– OR –** _____ % of gross income will be donated to DoveLewis

Will any of the income be shared with another non-profit? NO YES

If yes, please list other non-profit organization(s)

We, the undersigned, have reviewed and agree to the fundraising guidelines.

PROPOSED BY

APPROVED BY

Signature of authorized representative

Signature of authorized DoveLewis representative

Print name

Print name

Title

Title

Date

Date

Please return your completed proposal to:

By mail:

Events at DoveLewis
1945 NW Pettygrove St
Portland, OR 97209

By fax:

971-255-4918

By email:

events@dovelewis.org