



## **HAP Corporate Group Volunteer Day of Service Policy**

### **PURPOSE:**

Humane Animal Partners (HAP) values the contributions of corporate groups that participate in volunteer days of service. These events require significant time and resources to organize and execute effectively. To ensure that we can continue providing meaningful volunteer experiences and support our mission, we ask that participating corporate groups consider making a monetary or supply donation.

### **POLICY STATEMENT:**

Corporate groups wishing to participate in a volunteer day of service at HAP are asked to make a monetary or supply donation to help cover the costs associated with organizing these events.

### **DONATION POLICY**

#### *Monetary Donation*

- A minimum suggested donation amount of \$250 will be communicated during the initial planning stages.
- Donations can be made via check, online payment, or through corporate matching gift programs.
- Monetary donations will be used to support the general operations of HAP, including the program, animal care, and facility maintenance.

#### *Supply Donation*

- HAP's Amazon Wishlists will be provided, which include pet food, cleaning supplies, and other items essential to HAP's operations.
- The value of the donated supplies should be equivalent to or greater than the suggested monetary donation amount.
- All supplies must be new and meet the specifications provided by HAP.

## **PROCEDURE**

### *Initial Inquiry*

- Corporate groups interested in participating in a volunteer day of service should contact HAP's Community Engagement Manager to discuss potential dates and activities.

### *Donation Agreement*

- Upon confirming the event details, the Community Engagement Manager will provide the corporate group with the suggested donation amount and list of needed supplies.
- The corporate group will confirm their commitment to either a monetary or supply donation prior to the event date.

### *Donation Submission*

- Monetary donations should be submitted within a week following the volunteer day of service.
- Supply donations should be delivered to HAP prior to or on the day the group is volunteering.

### *Acknowledgement*

- HAP will provide a formal acknowledgment of the donation, including a receipt for monetary donations, which may be used for tax purposes.

## **Exceptions**

- Exceptions to this policy may be made at the discretion of the CEO or Director of Philanthropy, considering the unique circumstances of each corporate group.
- This policy will be reviewed annually and revised as needed to ensure it continues to meet the needs of HAP and our corporate partners.

## **Contact Information**

For more information or to schedule a volunteer day of service, please contact Keith Hassett, [khassett@hapde.org](mailto:khassett@hapde.org).