

Days End Farm Horse Rescue

Special Projects Guidelines and Standards

Before beginning the process of sponsoring a Special Project for Days End Farm Horse Rescue (DEFHR), please review the Guidelines and Standards. These simple guidelines will outline what types of projects are not allowed, due to either DEFHR's internal policies or to Federal, State, or local laws. All Special Projects must comply with the Guidelines and Standards.

Process:

Step 1 – Decide

The first step in coordinating a fun and creative Special Project is to decide which type project or event would work best for you and/or your group. This should be decided based on your available resources and the goal you set for your Special Project.

Step 2—Apply

The second step is to fill out and mail or fax in a Special Project application form. The Special Projects Department at DEFHR must approve the application form before you can start your Special Project. Signing the Special Projects application form also indicates that you have read and will comply with the Special Projects Guidelines and Standards. Please mail or fax completed applications to:

Days End Farm Horse Rescue
c/o Special Projects Coordinator
15856 Frederick Rd., P.O. Box 309
Lisbon, MD 21765-0309
Ph: 301-854-5037
Fax: 301-854-5146
e-mail: defhr@erols.com
website: www.defhr.org

Step 3 – Details

Once your Special Project has been approved, you may finalize the details of your project. Whether it is a coin collection at school, a casual day at work, or a bake sale at church, now is the time to get all of the details in order to ensure that your Special Project runs smoothly.

Step 4—Publicize

After you have all of the details arranged, you can begin informing people about your Special Project. There are several ways you can share your Special Project with people in your community, including informing local newspapers and television stations. DEFHR also has brochures available for use or you can design a flyer for your Special Project to pass out to prospective participants. **Anything designed / written for publication must be approved by DEFHR before use.**

Step 5—Special Project

At this point, you coordinate the event you have planned. This is when your hard work and planning pay off as you carry out your Special Project and work toward achieving the goals of your project.

Step 6—Funds

After your Special Project is completed, you must send the funds raised in to DEFHR. To ensure that your project gets full credit for every donation, please put your project code on each check that you send in.

Step 7—Follow Up

Inform everyone who participated in your Special Project of the final outcome, telling everyone the results of all your hard work and share with them what was accomplished. Congratulate everyone involved on their hard work and generosity in helping abused and neglected equines receive a second chance at a good life.

Days End Farm Horse Rescue
Special Project Application Form

Coordinator Information

Name and Title _____

Group Name _____ Adult Sponsor _____
(If coordinator is under 18 years of age)

Phone _____ Adult Sponsor's Phone _____

Address _____ City _____ State _____ Zip _____

Fax _____ E-mail _____

Project Information

Proposed date of project _____ Location _____

Detailed description of proposed project: _____

Project/Event Advertising or Promotional Plan (provide details): _____

I understand that submitting an application is not a guarantee of approval. My project will be reviewed by a representative of Days End Farm Horse Rescue and will notify me of the approval or decline of my fundraising / event proposal. I have read and will comply with the Guidelines and Standards set forth by Days End Farm Horse Rescue. I release and hold harmless Days End Farm Horse Rescue from any and all responsibility and liability surrounding this project / event.

Project Coordinator / Adult Sponsor
(Must be 18 years or older)

Date

Days End Approval Signature

Date

Please Mail or Fax this form to:
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c/o Special Projects Coordinator
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Fax – 301-854-5146
E-mail; defhr@erols.com

Thank you for your care and interest!