

PROJECT SAGE

*Support • Advocate • Guide • Educate
to end relationship violence*

Third Party Fundraiser Event Form

Thank you for your interest in hosting an event to benefit Project SAGE. Without the generosity of supporters like you, we would not be able to meet the complex needs of our clients, nor meet the increasing requests for help. Please provide us with the following information below, so that we have a record of your event and are aware of your specific needs. Please mail or email your completed form to the Project SAGE office at PO Box 717, Lakeville CT 06039 or info@project-sage.org.

Contact Information

Sponsoring Organization: _____

Contact Person(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Event Details

Event Name: _____

Date & Time: _____ Location: _____

Event Description (please include ticket price or entrance fee if applicable):

Expected number of attendees: _____

Percentage of proceeds to benefit Project SAGE: _____

Do you have any special needs or requirements from Project SAGE? Please be specific (volunteers, promotion, agency materials, etc.):

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Third Party Fundraiser FAQ

May I use Project SAGE's logo for fundraising?

Please contact the Project SAGE office at 860-364-1080 or info@project-sage.org to request use of the agency logo.

What support can Project SAGE provide for my event?

- A letter of support to be used to validate the authenticity of the event and its organizers.
- Limited existing promotional and educational materials for your event such as brochures and other printed materials.
- The official Project SAGE logo for use on promotional materials.

I would like Project SAGE staff to speak or volunteer at my event.

We cannot guarantee staff or volunteer availability for events despite our desire to attend all of them! Please include your request for staff or volunteer presence in your form and we will do our best to attend.

Will Project SAGE provide tax receipts for donations?

Project SAGE will provide tax receipts for donations made directly to us either through our website or by check made out to Project SAGE.

Can Project SAGE provide tax receipts for any in-kind donations I receive for my fundraising event?

Project SAGE will provide tax receipts for in-kind donations made to the agency. Please inform us of the value of the donated items so that it might be acknowledged accordingly.

I would like to invite Project SAGE's supporters to my event. Can Project SAGE provide me with a list?

To protect our donors' privacy, Project SAGE does not share its donor list. However, with a minimum of two weeks' notice, we may be able to share details about your event through social media outlets.

Please mail or email this form to Kaitlyn Robitaille, Director of Appeals & Fundraising Events at kaitlynr@project-sage.org or the Project SAGE office at 13A Porter Street, Lakeville, CT 06039.