

“Ensuring that homeless children have equal access to the same educational opportunities and experiences as their peers”

Homeless Children’s Education Fund Project Proposal

PLEASE PRINT

Name of Project Coordinator: _____

E-mail: _____

Street: _____

City: _____ State: _____ Zip code: _____

Phone: Home _____ Work _____

Cell: _____ Fax: _____

Are you 18 or older? Yes: _____ No: _____

If no, what is your age? _____

How did you hear about HCEF? _____

Group information if this is a group proposal

Group’s name: _____ How many are in your group? _____

Type of group

School: Elementary _____ Middle _____ High _____

College/University _____ Church _____ Business _____ Organization _____

Other (describe): _____

Project information (please attach additional pages if needed)

When do you plan to do this project (start and end dates if appropriate): _____

Proposed location of project: _____

What is your goal? _____

Describe how you will promote the project:

What HCEF cannot do:

- Due to limited staff time, HCEF must refrain from assisting with the following activities for external events and fundraisers:
 - Soliciting sponsorships and advertisements
 - Soliciting auction items
 - Event planning, financing, and registration
 - Graphic design: we cannot design materials, but we can assist by providing approved text and images (please see below)
- In addition, we regret that we cannot under any circumstances share contacts from our database or lists of sponsors, though we will make an effort to promote your event internally to our constituents.

What we'll gladly do:

- We regularly promote special events on the HCEF website (Events page), in our quarterly e-mailed newsletter, Facebook, e-mail blasts when deemed appropriate by the HCEF webmaster, and other means.
- HCEF will provide materials such as annual reports, newsletters, and brochures to educate your guests about the population we serve.
- An HCEF staff member will also make an effort to attend and/or speak at your event if requested.

All promotional materials bearing HCEF's name or logo or the names of HCEF staff members must be approved by the HCEF office prior to publication. We will be happy to provide HCEF-approved images and text upon request.

Please send the completed form to:

Office and Events Manager, Homeless Children's Education Fund, 2100 Smallman Street, 2nd Floor, Pittsburgh, PA 15222, fax to 412-562-1109, OR e-mail to info@homelessfund.org