

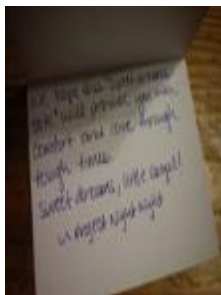


## Adopt a Night Night Package Program

### How to Get Started:

- ❖ Gather your gang to fill 1-5 Project Night Night tote bags per person (or more).
- ❖ Each Night Night Package must contain a new (with tags or newly made) blanket, a new or like-new book, and a new or like-new stuffed animal (but may contain other nighttime items such as a toothbrush/toothpaste, pajamas, socks and/or note).
- ❖ Order tote bags (we ask you to help us by covering the cost of the tote bag and shipping at \$3.50 per bag). **Project Night Night Tote bags are required.**
- ❖ ORDERING INSTRUCTIONS:
  - Email: [totes@projectnightnight.org](mailto:totes@projectnightnight.org)
  - Subject Line: Tote Bag Order & YOUR NAME/ORGANIZATION
  - Include # of tote bags requested, mailing address (please no p.o. boxes) and phone number for shipping purposes.
  - All totes ship once a week via priority mail or Fedex Ground. Please expect your totes in approximately 7-10 business days.
  - Invoice and Project Consent Form will ship with your tote bags and should be returned in the envelope provided (each participant should sign the Project Consent Form).
  - If you would rather speak to us by phone, please call Jessica at 734-277-7950.
- ❖ Please place a tag (any type is fine) on each bag to indicate the ideal recipient (i.e Girl/Boy age 2-5 or Girl/Boy age 7-10). Please use the book you include in the tote as your age guideline. A sample tag template is also available on our website.
- ❖ Select a shelter to receive the Night Night Packages. You may chose any shelter from our website or select your own.
- ❖ Deliver your Night Night Packages to the shelter. That's it!

We would be delighted to receive photos of your event!





# Project Night Night Project Consent Form

Project Night Night offers a wonderful experience to its volunteer participants, and teaches them a great deal about themselves and those around them.

I, the undersigned, in consideration of the services, guidance, and program of Project Night Night, a California nonprofit corporation and tax-exempt public charity, their agents, owners, participants, and employees (herein after collectively referred to as "PNN"), hereby agree to release, indemnify and hold harmless PNN on behalf of myself, my spouse, my children, my parents, my heirs, assigns, person representative and estate as follows:

1. I have volunteered to assist PNN with its charitable activities. I volunteered my time and services because I support PNN and desire to participate in furthering its charitable purpose. I understand that my activities as a volunteer may entail a risk of physical injury. I may be exposed to hazards, including, but not limited to, hazards associated with manual labor and operating a motor vehicle. I understand that undertaking deliveries to shelters may have inherent dangers and risks due to the location and clientele of the shelter itself and its surroundings. PNN does not visit shelters to assess the safety of the environment, condition of the premises, or any other risks associated with delivery. I understand and assume all such risks.
2. Because the assertion of claims against PNN for personal injury occurring during my volunteer service would be antithetical to my support of PNN and its goals and would reduce the ability of PNN to accomplish its charitable purpose, and in consideration of PNN's permitting me to engage in volunteer activities and other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I am granting this release of liability.
3. I hereby release, forever discharge, and agree to indemnify and hold harmless PNN from any and all claims, demands, or causes of action, which are in any way connected to my participation in volunteer activities for PNN, including any such claims which allege negligent acts or omissions of PNN.
4. In the event that I file a lawsuit against PNN, I agree to do so solely in the state of California, and I further agree that the substantive law of California shall apply in that action without regard to conflict of law rules of that state. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining document shall remain in full force and effect.
5. I realize that any photos taken or submitted to PNN during a PNN related program or event become the property of PNN and may be used in printed literature or marketing materials. I realize that there will be no compensation paid for the use of said photos.

**If you do not want your photo used in marketing materials, please check here .....**

By signing this document, I acknowledge that I have had sufficient opportunity to read this entire document. I have read and understand it, agree to be bound by its terms & consent to my or my child's PNN volunteer activities.

Date _____	
Participant/Guardian Name (print) _____	
Participant/Guardian Signature _____	
Home Address _____	
Daytime Phone _____	Participant/Guardian Email _____

By signing this document, I acknowledge that I have had sufficient opportunity to read this entire document. I have read and understand it, agree to be bound by its terms & consent to my or my child's PNN volunteer activities.

Date _____
Participant/Guardian Name (print) _____
Participant/Guardian Signature _____
Home Address _____
Daytime Phone _____ Participant/Guardian Email _____

Date _____
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Participant/Guardian Signature _____
Home Address _____
Daytime Phone _____ Participant/Guardian Email _____

Date _____
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Home Address _____
Daytime Phone _____ Participant/Guardian Email _____



## **Frequently Asked Questions**

### **A. Tote Bags**

#### **How do I obtain the tote bags? How much do they cost?**

To participate in our Adopt a Night Night Package Program, please email [totes@ProjectNightNight.org](mailto:totes@ProjectNightNight.org) with your name, address, phone number and quantity of tote bags needed. Project Night Night ships once a week either via Fedex Ground or United States Postal Service. The tote bags cost \$3.50 each (which includes shipping costs). You may pay by credit card on the website, or we will include an invoice with payment instructions with your tote bags. Please make checks payable to "Project Night Night".

#### **Do I need to pay before receiving my tote bags?**

No, we will mail your invoice with your tote bags or you may pay on our website ([www.ProjectNightNight.org](http://www.ProjectNightNight.org)).

#### **What payment methods do you accept?**

We accept checks made payable to "Project Night Night" or credit cards on our website.

#### **Why do you charge for tote bags?**

Project Night Night request a donation of \$3.50 per bag to cover the cost of purchasing and shipping the tote bags to you. As a not-for-profit organization, Project Night Night appreciates your contribution so that we can continue to provide our services to as many homeless children as possible.

### **B. Product Donations**

#### **What size should the blankets be?**

We ask people imagine a young child toting a blanket. Ideally, blankets should be "crib size" or smaller and able to fit in our canvas tote bag which measures 15-1/2" x 15".

#### **Do you accept used blankets?**

No. Project Night Night accepts only new baby blankets for sanitary reasons.

#### **Do you accept used stuffed animals and books?**

Yes. Project Night Night appreciates "like new condition" books and stuffed animals. Please visit our website for more information. All donated items should be top quality ("good enough for your own child").

#### **Can the blankets and stuffed animals be handmade?**

Yes. Project Night Night is happy to receive handmade items! There is nothing more special than an item that was especially made for a child with care.

#### **What are the size requirements for the stuffed animals?**

The stuffed animals should be no larger than 18" in order to properly fit inside our tote bag. The ideal stuffed animals would be "snuggle size". Please save tiny stuffed animals for "bonus" items to make the totes extra special.

#### **Are there any other restrictions?**

Please no Beanie Babies or similar tiny friends. No books of stuffed animals with battery compartments. No stuffed animals that make noises -- such as singing, reciting prayers, etc. No commemorative stuffed animals with years sewn on them.

### **How much should I spend on the contents of a Night Night Packages?**

This is absolutely up to you! If you have new and like-new items in your home, you are welcome to use them. If you prefer to purchase your items new, shop wisely to get the most “bang for your buck!”

## **C. Shelters**

### **How do I find a shelter?**

Project Night Night recommends visiting The Housing and Urban Development website ([www.hud.gov](http://www.hud.gov)) or using your local yellow pages to find a family or domestic violence shelter in your area.

### **What do I say when I contact the shelter?**

When you call a shelter, ask to speak with the children’s coordinator or person in charge of donations. Please tell them that you have partnered with Project Night Night and would like to donate X number of Night Night Packages to the children in their care. If this is a new shelter relationship, you may need to explain that each Night Night Package contains a new baby blanket, book, and stuffed animal for children ages zero to pre-teen. Kindly obtain a complete shelter address, contact name, and delivery hours to relay to Project Night Night. Please email the information [Kendra@ProjectNightNight.org](mailto:Kendra@ProjectNightNight.org).

### **Once I have delivered my Night Night Packages, does the shelter receive ongoing support?**

Yes! Shelters are always welcome to request additional Night Night Packages directly from Project Night Night at any time. We suggest that you leave one of our brochures with the shelter contact.

### **Can Project Night Night find the shelter for me?**

If you are not comfortable finding a shelter, we are here to help. It is our recommendation that you speak with the shelter in order to assist in the coordination and delivery of your Night Night Packages.

### **Do I need to call the shelter if I am selecting one from your list?**

Yes please. Project Night Night has the pleasure of working with thousands of volunteers each year. To avoid overlapping deliveries, we recommend that you contact the shelter in advance. This will help to determine the number of Night Night Packages that the shelter can accept, to coordinate delivery, and to decide if multiple delivery sites are necessary.

## **D. Financial Donations**

### **Does Project Night Night need financial donations?**

Yes! We rely on financial donations to help us cover the ongoing costs of running a not-for-profit organization. Project Night Night operates with very little overhead so that your donation goes directly to the homeless children we serve.

Credit cards are accepted on the website, [www.ProjectNightNight.org](http://www.ProjectNightNight.org) and checks may be made payable to “Project Night Night” and mailed to:

Project Night Night  
1800 Gough St.  
Ste. 5  
San Francisco, CA 94109