



Service Project Enrollment Form



Project Night Night
1800 Gough Street, Suite 5
San Francisco, CA 94109
415-310-0360

www.ProjectNightNight.org

Kendra@ProjectNightNight.org

Organization/Club/Church/School/Individual Name and Address (Please print clearly and press firmly)

Donor / Drop Box Host Information (as it should appear in print for acknowledgment)

Name: _____ Date: _____ Organization Individual

Address: _____ **Contact Name:** _____

City: _____ State: _____ Zip: _____ **Contact Phone:** _____

Fax: _____ Email Address: _____

Company Web Address: _____ Authorized Signature: _____

We Would Like To:

Coordinate a Donation Box: (check all that apply)

- At our organization located at _____
- At an area store, school, etc. located at _____

Prepare Night Night Packages: (check all that apply)

- We prefer that our members prepare the packages.
- We welcome additional local volunteers to help with the preparation.
- We would prefer not to prepare Night Night packages but will mail all collected items to the Project Night Night office for assembly. Please mail to address above on letterhead.

Deliver Night Night Packages to an Area Shelter:

- We have selected the following local shelter (Please include address of shelter and contact name at shelter).

- We would prefer to donate the Night Night Packages to a shelter identified by Project Night Night. Please contact the following individual with the information (Please include name, phone number, and email address).

- We would prefer not to donate our packages locally but will mail the prepared Night Night Packages to Project Night Night for distribution. Please mail to address above on letterhead.

Publicity

In order to build awareness of your service project, we find it helps to advertise. Please check all methods that you plan to pursue.

- Contact Local Newspaper**.....
(Many newspapers donate free advertising space to nonprofit organizations. Please provide them with our Federal Tax ID #20-2877016.)
- Distribute Brochures**
- Post Flyers**.....
(some suggested locations include gyms, community centers, churches, libraries, supermarkets, schools, coffee shops, and parks)
- Post Information on Craigslist.org**.....
- Contact Local Businesses**.....
- Contact Local Radio Stations**
- Send Informative Email to Members**.....

Project Night Night Office Use Only

Service Project Commencement Approved By:

Assigned Project Number: