

Elizabeth Cayson

From: Children's Trust of Alachua County Florida <childrenstrust-fl@municodeweb.com>
Sent: Wednesday, January 31, 2024 2:30 PM
To: Elizabeth Cayson
Subject: Form submission from: Sponsorship Application
Attachments: childrens_trust_vendor_form.xlsx; elcac_w-9_form_2024.pdf

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Submitted on Wednesday, January 31, 2024 - 2:29pm

Submitted by anonymous user: 70.168.89.118

Submitted values are:

Organization Name Early Learning Coalition of Alachua County
Event Name Falling In Love with Reading
Event Date Sat, 02/10/2024
Time 10am
Location Abiding Savior Lutheran Church
Brief Description of Proposed Activity/Event (100 words or less)
Falling in Love with Reading:

Promoting Literacy Education: The primary goal is to raise awareness about the importance of literacy and education. By highlighting the benefits of being literate, organizers aim to encourage people to prioritize learning and engage in educational activities. The literacy awareness event plays a crucial role in fostering a culture of learning, addressing challenges, and advocating for policies that promote literacy and education at both individual and societal levels.

A voluntary pre-kindergarten (VPK) prom:

Serves as a celebratory event to mark their transition from pre-kindergarten to the next stage of their education journey.

The purpose of such an event includes the Celebration of Achievements:

The VPK prom provides an opportunity to celebrate the achievements of young children who have completed their voluntary pre-kindergarten program. It acknowledges their growth, development, and readiness for the next step in their education. A VPK prom serves as a fun and meaningful way to acknowledge and celebrate the achievements of young children completing their pre-kindergarten education, while also promoting important social and emotional skills needed for their continued educational journey.

Back To School Event:

Supporting Low-Income Families: Many families face financial challenges when it comes to purchasing school supplies for their children. Backpack giveaways help ensure that students from low-income families have the necessary tools to start the school year on a positive note.

Identify CTAC Goals the activity/event will be addressing. Children and youth learn what they need to be successful.

Target Population Preschoolers to 5th graders

Number Attending 100

Presenters/Consultants Doretha Anderson

Have you applied to the Sponsorship Fund Application in the past for this activity event? No

Have you received funding from the Sponsorship Fund in the past for this activity/event? No

If yes, enter date:

Are you qualified to conduct business in the state of Florida? Yes

Budget Expenses: Please specify what supplies will be needed, if applicable. Pizza, Cookies, chips, fruit, vegetables, water, juices

Please specify what budget expenses will be covered by CTAC. Pizza, Cookies, chips, fruit, vegetables, water, juices

TOTAL FUNDS REQUESTED \$ 2,600

Contact Person - First Name Doretha

Contact Person - Last Name Anderson

Contact email doretha.a.anderson@gmail.com

Contact phone number 3,526,639,441

Website www.elcalachua.org

Facebook <https://www.facebook.com/ELCALachuaCounty>

Twitter NA

Instagram https://www.instagram.com/elc_alachua/?hl=en-gb

New Vendor Form [childrens_trust_vendor_form.xlsx](#)

W-9 Taxpayer ID and Certification [elcac_w-9_form_2024.pdf](#)

Acknowledgement of sponsorship Yes

Agree to appropriate logo usage Yes

Name of Submitter Doretha Anderson

Date of Submission Wed, 01/31/2024

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/922>

Elizabeth Cayson

From: Elizabeth Cayson
Sent: Thursday, February 8, 2024 5:24 PM
To: Doretha Anderson
Subject: Children's Trust Sponsorship Application Notification

Dear Doretha Anderson, Early Learning Coalition of Alachua County:

We are delighted to inform you we have reevaluated and approved your sponsorship application at the amount of **\$1,800.00 sponsorship level**. The total amount sponsored for each event is \$600.

Per our sponsorship agreement, to ensure consistent brand messaging, the Children's Trust requires that the applicant use CTAC's logo in print materials, signage, online and relevant event messaging. This can include website logo placement, press releases and social media. Use the horizontal logo only in instances where there is minimal vertical space, and the primary stacked logo will not fit properly. For additional information regarding our logo click on the link: [Logo Use | Children's Trust of Alachua County, Florida \(childrenstrustofalachuacounty.us\)](https://www.childrenstrustofalachuacounty.us) Please ensure that you use the logo on certificates and any other marketing materials.

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist (dtyson@childrenstrustofalachuacounty.us) please respond within 30 days after the event. Also, please send us photos from the event/project that we can use for promotional purposes. Please ensure you have signed photo release consent forms; we do not need copies of photo releases. For these three events, I would like to participate by hosting a resource table at each event. Please provide me with dates, times and location for each event.

For next steps, we will proceed with notifying our Finance team to process a check, this takes approximately two weeks to process checks. Once the check has been processed you do have the option to pick up the check in-person. Please confirm if you would prefer to have it mailed or plan to pick-up check.

Thanks again for partnering with Children's Trust of Alachua County to ensure children are healthy, educated, & safe.

Wishing you all a successful event.

If you have any questions or need additional information, please feel free to contact me directly.

Kindest regards,

Liz



Elizabeth "Liz" Cayson, M.S.

Community Engagement Manager

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Gainesville, FL 32606

[ChildrensTrustOfAlachuaCounty.us](https://www.ChildrensTrustOfAlachuaCounty.us)



