

## Elizabeth Cayson

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**From:** Children's Trust of Alachua County Florida <childrenstrust-fl@municodeweb.com>  
**Sent:** Friday, November 10, 2023 3:19 PM  
**To:** Elizabeth Cayson  
**Subject:** Form submission from: Sponsorship Application  
**Attachments:** vendor\_copy\_2.jpeg; img\_2719.jpeg

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Submitted on Friday, November 10, 2023 - 3:18pm

Submitted by anonymous user: [174.228.174.141](#)

Submitted values are:

Organization Name Trinity's Day Spa Pampering For Kids

Event Name Annual Kidpreneur Pop-up Shop

Event Date Sun, 02/25/2024

Time 11am until 5pm

Location Freedom Hall Venue

Brief Description of Proposed Activity/Event (100 words or less)

This is a day set aside to highlight kid entrepreneurs and their business. They will be able to set up and decorate their booths along with present their products and sell their products to the public. We will have a live DJ,,giveaways and various activities and vendors for the kids along with providing lunch to each kidpreneur.

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

Target Population The local community and kids

Number Attending 150

Presenters/Consultants Kid Entrepreneurs

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. Venue, food, entertainment, and giveaways, decorations,

Please specify what budget expenses will be covered by CTAC.

Venue, food, entertainment,, financial assistance with kids who can't afford a booth.

TOTAL FUNDS REQUESTED \$ 2,500

Contact Person - First Name Edwennia

Contact Person - Last Name Moore

Contact email trinitydayspa@gmail.com

Contact phone number 3,524,945,179

Website [www.trinitydayspa.com](http://www.trinitydayspa.com)

Facebook Trinity's day spa pampering for kids

Twitter Trinity's day spa pampering for kids

Instagram Trinity's day spa pampering for kids

New Vendor Form [vendor\\_copy\\_2.jpeg](#)

W-9 Taxpayer ID and Certification [img\\_2719.jpeg](#)

Acknowledgement of sponsorship Yes

Agree to appropriate logo usage Yes  
Name of Submitter Edwennia Moore  
Date of Submission Fri, 11/10/2023

The results of this submission may be viewed at:

<https://www.childrenstrustofalachuacounty.us/node/6044/submission/908>

## Elizabeth Cayson

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**From:** Elizabeth Cayson  
**Sent:** Thursday, November 16, 2023 5:23 PM  
**To:** Edwennia Moore  
**Subject:** Children's Trust Notification

Dear Edwennia Moore, Trinity Day Spa Pampering for Kids:

We are delighted to inform you we have approved your sponsorship application at the amount of **\$1,500.00 sponsorship level**.

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)

Additionally, you will receive a survey from Demetrica Tyson, Program Specialist ([dtyson@childrenstrustofalachuacounty.us](mailto: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 next steps, we will proceed with notifying our Finance team to process a check, this takes approximately two weeks to process checks.

***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  
Children's Trust of Alachua County  
Physical Address: 802 NW 5<sup>th</sup> Ave; Suite 100, Gainesville, FL 32601  
Mailing Address: P.O. Box 5669, Gainesville, FL 32627  
Main Phone: 352-374-1830  
Direct Line: 352-374-1832  
Cell Phone: 352-363-8666  
Fax: 352-374-1831

