

To Whom It May Concern,

Thank you for allowing us to host our Adoption Potluck Fundraiser at Riverside Park in Kaukauna. After working with Roger Russove and speaking to our County Sheriff, we have made the following arrangements for our event.

This event is by invitation only, and will include our friends, families, and co-workers. There will be no fees charged, but each guest has been asked to bring a dish to pass, and we will have "minimum donation" signs up for each of the tables or areas of the event.

There will be no alcohol served, only bottled water for a small donation (or free if someone needs it), and each guest is encouraged to bring their own beverages.

We will not be selling anything, but asking for donations from anyone that attends; there will be opportunities for those who donate to receive a random prize. These prizes are items that have been donated by friends, families, and other people we know. We spoke with our County Sheriff, who provided us with details about raffles, which he said we should not sell items or tickets, but instead should give out those items or tickets as a thank you to anyone who donates, which will be how we handle things. Our signage will indicate "Requested Donations = Thank You Tickets", indicating how many tickets they will receive in thanks based on how much they donate. Those tickets will be placed in baskets for prizes they like, and a winner will be drawn from those tickets randomly. We will also have a "Donate-Contest", where our friends can write their names down and how much they are willing to donate, and as a thank would get to take home a larger valued prize. The person who writes down the largest donation amount will receive that item as a thank you for their donation.

We will have a craft area where guests can donate money and in return will be taught how to make the craft, providing them with the supplies to do so. We will also offer our guests the option to take any excess food home with them, as a thank you for their donations. We will likely have an amplification system set up for the day with music playing, and so we have returned the proper document to Roger Russove. We will not need any support to direct traffic or parking, since the park has ample space for this; we will not be setting up any bounce houses, but we may have a few small canopies set up (no larger than 8 feet by 8 feet) if we need extra shade from the July sun.

There will not be any vendors or businesses set up to sell items, and there will not be any required fees associated with our event, only requests for donations with a recommended amount, and MANY ways we will thank our guests for their donations.

Thank you again,

Brandi and Joseph Bruley