



# Sponsor Agreement & Information

Mark your calendar for April 25, 2015

Clear Your Clutter Day (CYCD) is a 1-day event hosted by Sappari Solutions, LLC and Harford Community College that allows the Harford County Residents to drop off unwanted items (with restrictions) and learn more about organizing, donation and other services in the Harford County area. Annual participating partner businesses have included a junk-hauling company, paper shredder, donation collection non-profit organization, and electronics recycler.

Location	Date	Time
<b>Harford Community College</b> 401 Thomas Run Rd Bel Air, MD 21015	April 25, 2015	10:00am to 2:00pm

The purpose of *Clear Your Clutter Day* (CYCD) is to:

- Inform the public about the availability for sustainable unwanted item disposal;
- Provide a valuable, **low cost** de-cluttering service to individuals within the Harford community;
- Encourage local businesses to participate in promoting their company or organizational products; and
- Support our local community through a donation to Habitat for Humanity Susquehanna as well as participation of local charitable organizations and businesses.

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## 2015 Sponsorship Overview

Clear your Clutter will be a fundraiser event for Habitat for Humanity Susquehanna. Monetary and in-kind donations are collected to support this cause through CYCD. Sponsorship provides a variety of support services/products crucial to the success of this event (for example, supplies, advertising, printing, and equipment rental).

- Deadline for Monetary and In-Kind donations is **March 30, 2015**.
- Deadline for receipt of logo submission, print/promotion items of selected sponsors is **March 30, 2015** or inclusion in give-away bags (300).
- In-Kind donations require submission of the Gifts/In-Kind Reporting Form
- Sappari Solutions, LLC/Harford Community College reserves the right to reject sponsorship if not in keeping with objectives of the event and the mission of the organization.
- Checks are to be made out to **Harford Community College** and sent c/o Sappari Solutions, PO Box 550, Havre de Grace, MD 21078. For more info: Nettie Owens (CYCD 2015 Coordinator)

ClearYourClutterDay.org  
Nettie@SappariSolutions.com  
(443) 904-5412

**Clear Your Clutter Day 2014**  
**Sponsorship Level Details**

<b>Sponsorship Levels</b>	<b>Donation</b>	<b>Advertising Received</b>
<b>Platinum</b>	<b>\$500 or more</b>	<ul style="list-style-type: none"> <li>▪ Full Page Listing in event brochure (8.5x5.5) to be included in the event give-away bag</li> <li>▪ 1 small promotional item to be included in the event give-away bag</li> <li>▪ Mention in any press releases and press exposure</li> <li>▪ Web link and logo on Sappari Solutions Event web page</li> <li>▪ Company Logo on Event Banner</li> </ul>
<b>Gold or Gold In-Kind</b>	<b>\$250.00</b> or Products/Services valued above \$150	<ul style="list-style-type: none"> <li>▪ Full Page Listing in event brochure (8.5x5.5) to be included in the event give-away bag</li> <li>▪ 1 small promotional item to be included in the event give-away bag</li> <li>▪ Mention in any press releases and press exposure</li> <li>▪ Web link and logo on Sappari Solutions web page</li> </ul>
<b>Silver or Silver In-Kind</b>	<b>\$100.00</b> or Products/Services valued between \$149 and \$75	<ul style="list-style-type: none"> <li>▪ Half Page Listing in event brochure (5.5x4.25) to be included in the event give-away bag</li> <li>▪ Promotional item to be included in the event give-away bag</li> <li>▪ Web link on Sappari Solutions event web page</li> </ul>
<b>Bronze or Bronze In-Kind</b>	<b>\$50.00</b> or Products/Services valued below \$75	<ul style="list-style-type: none"> <li>▪ Business Card Listing in event brochure to be included in the event give-away bag</li> <li>▪ Listing on Sappari Solutions event web page</li> </ul>

**Timeline**

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- a. Planning meeting for sponsors & partners to secure return position October 2014
  - b. Deadline for returning partners/sponsors December 31, 2014
  - c. First press release for event January 2015, Deadline for sponsors wishing to be included in print advertising & tv January 15, 2015
  - d. Flyers delivered to area businesses March 15, 2015
  - e. Materials & Sponsorships required for inclusion in CYCD brochure March 31, 2015.
  - f. Postcards mailed to previous years' participants March 31, 2015
  - g. Press Release #2 April 1, 2015 to newspapers, tv's etc
  - h. Email marketing weekly to highlight features & partners & sponsors of event April 2015
  - i. Aegis article
  - j. April 25, 2015 – Day of event
  - k. Followup Press Release May 1, 2015

# Donation/Gifts/In-Kind Reporting Form



Please complete and return by December 31, 2014 to:  
Sappari Solutions, PO Box 550 Havre de Grace, MD 21078

Donor's Name & Title: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**A donation of the following gifts and/or services was made to: Harford Community College, Bel Air, MD** (please select from the list below)

- ☐ Volunteer/In Kind Services
- ☐ Loaned Equipment
- ☐ Donated Supplies, Equipment, Space
- ☐ Monetary Donation (Checks should be made payable to Harford Community College)
  - ☐ Platinum (\$500)
  - ☐ Gold (\$250)
  - ☐ Silver (\$100)
  - ☐ Bronze (\$50)
  - ☐ Other \_\_\_\_\_

**Please provide a detailed description of the donation and value:**

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Donor's Signature \_\_\_\_\_

Date \_\_\_\_\_

***Thank you for your donation to the Clear Your Clutter Day Fundraiser!***