



Heather Crook
Community Mobilizer
717.896.3416 x 128
crookh@hasd.us

Halifax Area School District
3940 Peters Mountain Road
Halifax, PA 17032

Halifax Communities That Care, Inc.

March 8, 2018

Dear Community Member/Business Owner,

On May 19, 2018, the Halifax Communities That Care organization will be hosting their annual Community Day celebration. This event has been hosted for the past 17 years. This year we would like to rejuvenate the program with as much community participation as possible as well as begin a new level of caring for our community. The day is proposed to start at 9am with volunteers assisting with helpful projects around the community and then carnival festivities from 11am to 4pm in front of the Halifax High School.

We would like to invite you to participate in this community day of caring and celebration. Your involvement in the day can be personalized to the services and expertise that you already provide to our community. Below is a list of proposed activities and service that we would like to offer. Please contact any of the CTC members listed below and let us know of your level of interest and your creative ideas of how to participate. Once we have an understanding of how involved the community would like to become we will be organizing the participants, activities and meetings.

Thank you for your time and your consideration to join the Halifax Community Day celebration and Day of Caring. Attached you will find information on how you can get involved in the festivities.

Sincerely,

Heather Crook, Community Mobilizer, 717-503-6308, crookh@hasd.us

Amy Howard, Community Day Chair, CTC Board Member, 717-514-7860, howarda@hasd.us

Lori Weber, Community Day Co-Chair, CTC Board Member, 717.773.5253, weberl@hasd.us

Michael Bower, CTC Board President, 717-648-6873, bowerm@hasd.us

Proudly sponsored by:





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Schedule of Events:

9am – Day of Caring volunteer projects

11am Community Day Celebration

Food Vendors

Local Vendors and Trades

Free Games and Crafts

Free Face Painting

3 Monkey's Inflatable Rentals

Talent Show

Talent Contest

Additional Entertainment

Baby Animals

Pony Rides

Climbing Wall

Fire Fighter Activities

Carnival Games

Local Halifax Sport Celebrities

Car Show

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Sponsorship Opportunities

Halifax Communities That Care is proud to host the 17th annual Halifax Community Day on Saturday, May 19th from 11:00 a.m. – 4:00 p.m. at the Halifax High School.

We would like to invite you to become a sponsor this year. Your support will enable us to reach more community members and provide a greater array of activities and resources at the event. You may choose any of the following sponsorship levels:

Name of Business/Organization: _____

_____ **Bronze Level: \$100.00**

_____ **Silver Level: \$250.00**

_____ **Gold Level: \$500.00**

_____ **Other: Participant, Monetary Donation, Volunteer (please circle)**

All sponsors will have an opportunity to market materials in our “goody bags.” We are asking for all goody bag items to be dropped off to the Halifax High School office at 3940 Peters Mountain Road, Halifax, PA, 17032, by Monday, May 7th. The first 300 attendees will receive “goody bags”. You may supply as many pieces of advertisement as you wish.

Thank you for supporting the 17th Annual Community Day!

Sincerely,

Halifax Communities That Care’s Community Day Planning Committee

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March 8, 2018

Dear Valued Community Partner,

Halifax Communities That Care is proud to announce its 17th Annual Family Fun Day on Saturday, **May 19th** from **11:00 am to 4:00 pm** at the Halifax High School. This year the theme is Carnival. There will be FREE children activities, crafts, and prizes along with variety of wonderful vendors! If you are able to attend as a vendor please complete the form on the following page. If you are unable to attend, we ask that you would consider making a donation to this fun community event. We look forward to partnering with you and thank you for your support!

If you have any questions, please feel free to contact me!

Sincerely,

Halifax CTC Community Day Planning Committee

Vendor Guidelines: Here is what you need to know

- Vendor spaces are **FREE** this year!
- You may arrive and begin setting up starting at 9:00 a.m. Please be set up and ready to go by 10:45 a.m.
- Vendors are responsible for bringing their own table/chairs/tent awnings, etc. **Vendors will have the option of being indoors or outdoors.**
- Please indicate if you need electricity.
- Vendors are allowed to bring generators, so please note that on your form if you intend to bring one.
- If you have **food** that you would like to sell, please let us know as it **NEEDS to be approved** by the events planning committee.
- **Food vendors need to provide proof of insurance.**
- Event coordinators are not responsible for theft, damage or liability.
- All vendors are responsible for their set up and clean up.
- All vendors **MUST** stay during the whole duration of the event, which is from 11:00 am to 4:00 pm.
- Event will be held rain or shine.
- All vendors must sign that they have read, understand, and agree to these guidelines.

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Vendor Registration: Here is the information we need from you

Please fill out the following information and return the entire page, proof of insurance (if necessary), and your registration (if applicable) to:

Halifax High School
3940 Peters Mountain Rd.
Halifax, PA 17032
Attention Heather Crook CTC

I will contact you to confirm I received your registration. If you have any questions, I can be reached at crookh@hasd.us or (717) 896-3461 x 128

Business Name: _____

Contact Person: _____ Phone #: _____

Address: _____ Email: _____

Do you need electricity? _____ Are you bringing a generator? YES or NO

Please describe what you will be selling/displaying/any games or activities you will have:

I have read and understand the vendor guidelines for the Halifax Communities That Care Family Fun Day event to be held on Saturday, May 19, 2018.

Signature

Date

Office Use Only

Approved: Yes No By: _____ Date: _____

Proudly sponsored by:



