

You can make a difference for children In Northern Virginia

by organizing a benefit for SCAN! Whether It's a restaurant night, a progressive dinner, a car wash, a dance-a-thon or chocolate sales, you and your friends, coworkers, or group can organize a fundraiser and donate the proceeds to SCAN of Northern Virginia's efforts to prevent child abuse and neglect!



BENEFIT PROPOSAL FORM

This form is designed to help you think through the planning of your benefit for SCAN. Once your group has decided how you want to proceed, please let us know what you are planning by faxing or emailing this form to:

Sonia Quiñónez, Director of Development

Fax: (703) 820-9002

Email: soniaq@scanva.org

A SCAN staff member will then contact you with suggestions and approval of your benefit for SCAN. If you need assistance prior to completing the form, please call Sonia at (703) 820-9001.

EVENT

Name of Event: _____

DESCRIPTION

(What you plan to do)

Type of Event (Please explain in detail): _____

Has this program been done before? _____ When? _____

Location of event: _____

Date of event: _____ Raindate: _____

Indoor Outdoor Hours of event: _____

Projected attendance: _____

Will any other charitable organization benefit from this event? If so, please name and describe extent to which they will benefit.

EVENT CONTACT INFORMATION

(Who will be involved?)

Name of Business/Group/Organization: _____

Individual(s) Business/Corporation Organization/Group/Club

Address: _____

Contact Name: _____ Email: _____

Telephone Number: (W) _____ (H) _____

Your website (if available): _____

Number of years in existence: _____ Number of employees/members: _____

Previous relationship with SCAN: _____

Why/How did you choose SCAN as the beneficiary of your event? _____

Who all will be involved in planning/organizing this event: _____

PUBLICITY and PROMOTION

(How will you advertise?)

SCAN requires the review of all materials that are intended for public dissemination. Please check the types of promotional activity you plan to use:

Press releases will be sent to: _____

Flyers will be distributed to: _____

Public Service Announcements will be sent to: _____

Other: _____

PROJECTED EXPENSES/ INCOME

Costs Projected: \$ _____ Income Projected: \$ _____

Estimated Donation: \$ _____

How will proceeds of event be transmitted to SCAN:

Cash Check Other _____

Expected transmittal date of donated proceeds: _____

IF APPLICABLE

(Who else will you approach/involve?)

List of businesses you plan on asking to support this event:

Thank you for considering SCAN of Northern Virginia as the beneficiary of your event.