



Re: Create a Fundraiser

Thank you for your interest in organizing a Create a Fundraiser event to benefit UCP of Greater Sacramento.

UCP of Greater Sacramento is the leading provider of comprehensive services to children and adults with all developmental disabilities and their families. UCP works with 2,600 people a month in our five county area, empowering children and adults who – without support – would be isolated from community.

Creating your own fundraiser is a great way to get involved with the mission of UCP of Greater Sacramento and to make a real difference in the lives of the children, adults and families we serve every day.

In addition, you reap the benefits of supporting your community: partnering with a leading non-profit in the Sacramento region, getting your company's name out in the community, event advertisement on the UCP of Greater Sacramento website, providing an opportunity for teambuilding within your organization, and recognition on our Community Partners website, as well as in our Annual Report, which is distributed throughout the community.

A leader in the community, UCP of Greater Sacramento has a variety of programs that range from therapeutic horseback riding for kids and adults, adult day programs, an Autism Center for Excellence and Sacramento State, transportation services, independent living instruction, and in-home family respite care for 700 families in 5 counties.

No matter the program, UCP is efficient with funding. For every dollar we receive, 92 cents supports our clients. Your support helps us reach clients who need support in living their life without limits; thank you for your consideration of the people we serve.

With sincerest thanks,

Doug Bergman  
President/CEO

**Board of Directors:**  
**Chairman**  
Heather Candy

**Vice Chairman**  
Dr. Dennis Hart

**Treasurer**  
Annie Granucci

**Secretary**  
Greg Schuett

Rod Bannister  
Cheryll Cochran  
Jeff Einhorn  
Shanan Hewitt  
Steve Hollis  
Kristoffer Kalmbach  
Ravi Mehta  
Keith Reppart  
Jean Riker  
John Wickland

**President/CEO**

4350 Auburn Boulevard  
Sacramento, CA 95841

Tel (916) 565-7700  
Fax (916) 565-7773

[www.ucpsacto.org](http://www.ucpsacto.org)  
[info@ucpsacto.org](mailto:info@ucpsacto.org)

Tax ID# 94-1507998



## Create a Fundraiser Guidelines

Creating your own fundraiser is a great way to support UCP of Greater Sacramento and the children, adults, and families we serve every day. In planning your event, please follow the guidelines below:

### Application:

- Complete and submit a Create a Fundraiser Application. All events must be approved by UCP of Greater Sacramento in advance.
- After reviewing your application, we will contact you within 2 weeks. Please note that you are responsible for the details of your event. UCP may be able to allocate limited staff time for events with a significant impact on UCP.

### Use of UCP name:

- In promoting the event, please always use the complete name and tagline of the organization:  
UCP of Greater Sacramento  
*Life without limits for people with disabilities*
- This must be in all text, on two separate lines, using Palatino Linotype font for the name of the organization and Arial, Italic for the tagline. Black, white or Pantone 315 are the only acceptable colors for the UCP name and tagline. (Use of the UCP logo is not permitted).

### Misc:

- UCP of Greater Sacramento should receive a list of potential event sponsors, so that sponsors are not being approached in both UCP fundraising and in the event fundraising.
- Please allow for advance notice should you need brochures or other information on UCP for your event.
- Please obtain your own liability insurance and permits for the event. UCP of Greater Sacramento is not responsible for the marketing, planning, or liability of the event.

Please wait to hear from UCP of Greater Sacramento for approval of your application before continuing to plan your event. Thank you for supporting UCP of Greater Sacramento.

### Potential fundraising activities:

- Place a UCP of Greater Sacramento e-waste canister at your place of business
- Place a small or large UCP of Greater Sacramento donation canister at your place of business
- Have employees pay \$5 to wear jeans to work one day
- Collect cans for recycling
- Concession stands at Little League games
- Fireworks stands during the Fourth of July
- Have a softball tournament and charge an entry fee to play
- Put together themed baskets to be auctioned off or sold
- Host a direct selling party with a portion of the sales donated to UCP
- Conduct a car wash
- Have a bake sale
- Have a craft fair
- Organize a community rummage sale
- Have a chili cook off and charge an entry fee
- Organize an ice cream social
- Set up a lemonade stand
- Wrap holiday gifts for a donation



# Create A Fundraiser Application

Please fill out and fax to attn:Samantha - 916.565.7773  
or email to [sgarcia@ucpsacto.org](mailto:sgarcia@ucpsacto.org), or call 916.283.8317 if you  
have questions regarding the planning of your event.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name of Event

\_\_\_\_\_  
Date and Time of Event

\_\_\_\_\_  
Location of Event

Event is: open to the public    invitation only

Ticket Price: \_\_\_\_\_ Table Price: \_\_\_\_\_

Briefly describe the fundraising event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you need any UCP collateral, such as brochures, or would you like to request someone from UCP attend the event, if available?

\_\_\_\_\_  
How will the event be publicized? Please attach samples of any flyers, press releases or advertisements.

\_\_\_\_\_  
Total Projected Revenue:

\_\_\_\_\_  
Total Projected Expenses:

Please list all businesses you will be soliciting for sponsorships or in-kind donations:

\_\_\_\_\_  
\_\_\_\_\_

Will UCP of Greater Sacramento receive all proceeds from the event, or will proceeds be divided between multiple organizations?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_