



Introduction:

Keystone Opportunity Center is excited to have you participate in the 2016 SleepOut For Hunger & Homelessness (Oct. 22-Oct. 23). This is an event where we rally our support to help those in our local community who are facing hunger and housing barriers. Our goal is to raise awareness, provide education, and to offer support to help those members our community in need.

A recent study reported that in the Upper Bucks and Montgomery Counties that over 950 people were homeless. 875 of these individuals were sleeping on friends' couches, sleeping in their cars, or tenting. Homelessness looks very different in our area than it does in large cities. So for this year's SleepOut we are going to focus on the problems of hunger and homelessness that our neighbors here in our local communities are facing. Our goal is for the experience to mirror homelessness in our area.

What's New for 2016!

This year we are trying something new, you can sleep out in a tent, car, or bring a couch to sleep on outside. So find an old couch, unpack that camping tent, or plan on sleeping in your mom's Prius. We will be giving out awards for old couches, craziest tents, and interesting cars. So be creative, just remember you need to take it all home with you in the morning. This should create a quicker set up time.

How to Register

Included in this packet you will see a group registration form. Please fill this form out online at the Keystone website (<http://keystoneopportunity.org/2016-sleepout-group-reg/>) or via mail. The group registration cost is \$25. This will secure your groups registration at the event. Please see the attached document for how to register your group.

In order to register group members you login into your DonorDrive page and add team members.

You may add members to your group the day of the event, but we will only be able to guarantee the proper size t-shirts for those registered before October 3rd.

Donor Drive

- Donor Drive is an online fundraising tool that the 2016 SleepOUT for Homelessness participants can use to quickly contact family, friends, and co-workers by email, Facebook, Twitter, Linked-In or Google to request their support.
- Donor Drive registration is accessed through the SleepOut link at (<http://keystoneopportunity.org/2016-sleepout-group-reg/>). Click on Register now.
- If you participated in last year's SleepOut event, you will receive a message stating that you already have an account. You may use this account and last year's password and just update your personal information. If you do not remember your password, you can reset it by clicking on Forgot My Password.

Group Registration Process (Each group must have at least two adult leaders.)

- All group registration can be completed by going to (<http://keystoneopportunity.org/2016-sleepout-group-reg/>) and clicking on ***REGISTER NOW***.
- Group Leaders should check select Adult Group Leader and complete the required information.
- A \$25 registration fee is required at the time of registering.
- Please enter a group name for identifying your group and designate one contact person to receive all event information.
- Each team should set their team fundraising goal of at least \$125 per team member
- *(Please be advised that our credit card processor accepts Visa & Master Card, but does not accept Discovery and American Express. Sorry for any inconvenience.)*

Individual Participant Registration. *(Any participant under 18 must be a member of a group with at least two adult leaders)*

- All individual adults and youth registrations can be completed by going to (<http://keystoneopportunity.org/2016-sleepout-individual-reg/>). If you will be participating as part of a group, you should select your group name from the list.
- Create your login (or use yours from last year) and choose your group
- Set your personal fundraising goal at a minimum of \$125 per attendee.
- You can also create your own SleepOut promotion page to send links to friends, family, neighbors, or co-workers asking them to support you.
- *(Please be advised that our credit card processor accepts Visa & Master Card, but does not accept Discovery and American Express. Sorry for any inconvenience.)*

Event Schedule – Oct 22, 2016

5 to 7pm: ***Check In/ Registration***

6 to 8pm: ***Choose Your Own Activity***

- Rally at Main and Broad
- Make Soup for Food Kitchen (30min shifts)
- Tours of the Keystone Food Pantry (15min tours)
- Spent! Interactive Video Poverty Simulation (3 minutes per user)

8 to 8:30pm: ***Community Leader Forum (Question & Answer)***

- Local community members talk about homelessness, how it can happen, its impact, and what we can do to help.

8 to 10pm: ***Rotate Through 3 Activities***

- Meal
- Simulations: Poverty and Code Blue
- Minute to Win it (Contest)

10pm to 10:45: ***Evening Presentation***

- Awards: (Couches, Tents, Cars, and Minute to Win it)
- Presentation by Guest Speaker

11pm - ***12:45: Movie (Optional)***

1am: ***Lights Out***

7am-8am: ***Breakfast, Pack-up, Go Home***

Food Pantry Tour Information

- Keystone Food Pantry tours will be held at 15-minute intervals
- The location of the Food Pantry is Keystone Opportunity Center, 104 N. Main Street, Souderton.
- Please bring a donation of food for the food pantry. We will collect them at the church during registration. Suggested items:
 - Canned meats, stews, pasta
 - Cereal
 - Peanut Butter and Jelly
 - Paper products: toilet paper, paper towels, tissues
 - Laundry detergent

Shelter Tour Information

- Tours of the Keystone Day Center will be held at 15minute intervals starting at 7pm with no more than 15 participants per group.
- Please bring donations for Keystone's Shelter Program. They will be collected at the church during registration. Recommended items include:
 - New twin-sized sheet sets
 - New twin-sized mattress covers
 - New pillows and new pillow cases
 - Paper products: toilet paper, paper towels, tissues
 - Laundry Detergent

Soup Making Information

- One of the activities at the SleepOut will be soup making. Each group or family will have an opportunity to help make soup for distribution at soup kitchens and programs that feed homeless locally and in the city of Philadelphia.
- Work station will be inside the church and groups will assigned a time to participate.
- Each group should bring a bag of carrots, a bag of celery, and a bag of potatoes. We will be making vegetable soup. Excess food items will be donated to the Keystone Food Pantry.
- Volunteer Soup Assistants will be at the station to help.

Code Blue Reenactment Information

- Code Blue shelters open throughout the area when temperatures are below freezing. SleepOut participants will experience the process of gathering the homeless into a Code Blue shelter.

Poverty Simulation Information

- Groups work together to learn to make the best choices as they are put into situations that most homeless families or clients experience.

Community Leader Forum

- A group of local leaders will answer question about how hunger and homelessness impacts the community and directly relates to their job from police officers, school guidance counselors, bank foreclosure officer, and more. Students will get the opportunity to ask questions and learn how the community reacts and how the individual and families are affected.

Supporter Pledge Sheets

We know that your desire is to make a difference in the lives of those locally struggling with hunger and homelessness. So we ask every group member attending the event to help raise financial support for the work Keystone is doing for those in need. Keystone works with our local neighbors struggling with food, housing, and literacy challenges. We have set a goal for SleepOUT 2016 of raising \$40,000 to help make sure those struggling in our local area have the help they need. Each participant is asked to gather at least \$125 in donations/pledges. You will find a copy of the pledge sheet included in this packet. Also copies are available to download from the Keystone website. Please make checks payable to Keystone Opportunity Center. You can record your giving on the Keystone website at (place address) or bring checks/cash to submit at check/in for the event. *(Please be advised that our credit card processor accepts Visa & Master Card, but does not accept Discovery and American Express. Sorry for any inconvenience.)*

Enclosed Documents

You will find following this two pages. The first one is a copy of the sponsorship form that your students and attendees can use to track their donations. They can also have their donors donate online through Donor Drive. The second document is a copy of the group leader registration form. We encourage you to fill this out form online through the following link (<http://keystoneopportunity.org/2016-sleepout-group-reg/>). If you are unable to go online and fill it out. Please call us here at the Keystone Office and we will do it with you over the phone 215.723.5430 ext.121.

Questions

If you have any questions, problems, or other concerns please contact Jeff Miles by email at JMiles@keystoneopp.org or by phone at 215.723.5430 ext.121. Thank you so much for your involvement with Keystone and attending the 2016 SleepOut for Hunger and Homelessness.



2016 SleepOUT SUPPORTER PLEDGE SHEET

SleepOut pledges support Keystone work with our local neighbors struggling with food, housing, and literacy challenges. We have set a goal for the 2016 SleepOut of raising \$40,000 to help make sure those struggling in our local area have the help they need. Each participant is asked to gather at least \$125 in donations/pledges. Please make checks payable to Keystone Opportunity Center. *(Please be advised that our credit card processor accepts Visa & Master Card, but does not accept Discovery and American Express. Sorry for any inconvenience.)*

Participant's Name (please print) _____ Team Name _____

All donations are tax-deductible. Letters of receipt will be sent to the following donors:

Name:	Street Address	City	State	Zip	Amount

Total Amount Raised \$ _____

NOTE: Donations to your team can be made online by going to

<http://familypromise.donordrive.com/index.cfm?fuseaction=donorDrive.event&eventID=735>

Keystone Opportunity Center is a 501(c)(3) nonprofit community organizations, donations to which are tax deductible to the fullest extent of the law. The official registration and financial information of Keystone Opportunity Center may be obtained from the PA Dept. of State by calling toll free, within PA: 1-800-732-0999. Registration does not imply endorsement.



Group Registration Agreement

Please register your group online if at all possible this makes the whole process much quicker and easier and allow you to send invites to all your group members and input your fundraising donations. Please use the following link for registering your group online <http://keystoneopportunity.org/2016-sleepout-group-reg/>.

2016 SleepOut 4 Hunger & Homelessness
Zion Mennonite Church, 149 Cherry Lane, Souderton
Saturday, October 22, 2016

Name of Group: _____

Contact Person's Name: _____ Best time to Call: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone number: (_____) _____ Email: _____

Tell us about your group:

Total number of youth: _____

Total number of adults: _____

Total number of participants: _____

Number of members of your group who have participated in SleepOUT in previous years: _____

Fee: The group reservation fee of \$25 should be paid when you register your group online or by completing this form and mailing it to **2016 SleepOut 4 Hunger & Homelessness**, Keystone Opportunity Center, PO Box 64183, Souderton, PA 18964. Please make all checks payable to Keystone Opportunity Center.

To ensure your group members all receive an event T-shirt in their requested size. We need to receive your registrations by **Oct. 3rd**.

Please indicate the number of t-shirts and sizes needed for your group: (all adult sizes)

S _____ M _____ L _____ XL _____ XXL _____ XXXL

For more information or to answer any questions please contact Jeff Miles at Keystone Opportunity Center

by email at jmiles@keystoneopp.org or by phone at 215.723.5430 ext 121.



Individual Release Form

2016 SleepOut for Hunger & Homelessness

Zion Mennonite Church in Souderton

Saturday Oct 22, 2016

Name of Group: _____

Your Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone number: (____) _____ Email: _____

Liability Release Agreement

I hereby release Keystone Opportunity Center and any employees, sponsors or volunteers thereof, from any and all liability in the event of personal injury. I further state that I am in proper physical health and condition to participate in this event.

Participant Signature: _____ Date: _____

Parent or Guardian Signature is needed is if participant is under 18 years of age.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature: _____

Use of Photographic Images Release Agreement

I grant Keystone Opportunity Center the right to use my spoken or written words, filmed images and/or still photographs of myself or my dependent children in either print or electronic media for the purpose of publicity about the needs of this community and about the programs or services of Keystone Opportunity Center.

I grant this release with the understanding that neither my address nor my full name nor the full names of my dependent children will be identified verbally, electronically or in print by Keystone Opportunity Center or anyone connected to Keystone Opportunity Center without my permission. The first names of me and my dependent children may be used.

Use by Keystone Opportunity Center of my words, filmed images or still photographs of myself or my dependent children will not violate my rights or the rights of any person or organization, nor will Keystone Opportunity Center incur any liability for payment to any person or organization.

Participant Signed: _____ Date _____

Parent or Guardian Sign (if under 18 years of age): _____