

# NATIONAL CATHOLIC SOCIETY OF FORESTERS

320 S. School Street – Mount Prospect, IL 60056-3334 – 1.800.344.6273 – www.ncsf.com

## APPLICATION - HEARTS AND HANDS PROGRAM

*NOTE: THIS APPLICATION MUST BE RECEIVED BY THE OUTREACH AND ENGAGEMENT DEPARTMENT 45 DAYS PRIOR TO THE EVENT FOR APPROVAL. ANY QUESTIONS CONTACT THE OUTREACH AND ENGAGEMENT DEPARTMENT.*

Date of Planned Event: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Court Name and Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### 1) DESCRIPTION OF THE FUNDRAISER / PROJECT:

Our court plans to:

\_\_\_\_\_

Place and address of the project:

\_\_\_\_\_

\_\_\_\_\_

Event date: \_\_\_\_\_ Event time: \_\_\_\_\_ Attendance fee? \_\_\_\_\_

### PLEASE CHECK ONE:

- Sole Sponsor** of this project. **This means Court is the ONLY group responsible for event,** and is making all of the major decisions regarding it. NCSF will match funds up to \$1,500. The court will be responsible for conducting the event. All publicity will show NCSF as the *only* sponsor of the activity.
- Co-Sponsor** of this project. **Example: An annual event held by another group** where our members are assisting, but have no real decision making responsibility. NCSF will match funds up to \$750. We will work with another group to hold this activity, such as the Home School Association, parish counsel, etc. We cannot co-sponsor with another fraternal insurance benefit society.

Name of group you are co-sponsoring with: \_\_\_\_\_

### 2) RECIPIENT:

This project is being held to benefit: \_\_\_\_\_

Individual     Family     Community     Parish     School

*Check can be payable to any parish or community organization. If the event is to assist an individual or family, the check must be made payable to a bank trust (or similar account) on their behalf.*

We chose this recipient for a Hearts and Hands program because:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3) PROMOTION AND AWARENESS:** See press release information in step 4 below.

**PLEASE CHECK ONE:**

**Court Promotes Event:** Publicize in your parish bulletin, school newsletter, and anywhere in your community that will raise awareness for your event and cause. All communication regarding the event must be approved by the Home Office, so **please send us a sample with THIS application 60 DAYS before the event.**

Remember to include:

- our full name, “National Catholic Society of Foresters – Life Insurance, Annuities, Member Benefits”
- the matching amount if you are a full sponsor, “NCSF will match up to \$1,500 of funds raised”
- ... or the matching amount if you are a co-sponsor, “NCSF will match up to \$750 of funds raised”

**Home Office Promotes Event:** We will send up to 50 flyers (1/2 sheets = 100), if you require more we will send a master for you to run the extra copies.

How many flyers do you need? \_\_\_\_\_

Which size:  Bulletin Stuffer/Mailer (1/2 sheet – 8.5” x 5.5)  Hand-out (8.5” x 11”)  Hang (11” x 17”)  
 Other: \_\_\_\_\_

Additional information for the flyer; please use blank sheet if you need more space:

**4) PRESS RELEASE:** Please complete this section for your local press releases.

Local newspaper name for your press release, please include their e-mail address or website:

Court member’s name and phone number for contact information to be printed with your press release:

**5) OFFICER SIGNATURE:**

**PLEASE READ THE HEARTS AND HANDS GUIDELINES PRIOR TO SIGNING OFF ON THIS APPLICATION.  
ALL REQUIREMENTS MUST BE MET TO RECEIVE HEARTS & HANDS MATCHING FUNDS.**

I attest, as an officer of the court, that the guidelines for participation in the program have been reviewed and understand the requirements (refer to the Hearts and Hands brochure for details).

**ONE OFFICER SIGNATURE REQUIRED:**

\_\_\_\_\_  
POSITION PRINT NAME SIGNATURE

\_\_\_\_\_  
EMAIL PHONE DATE

**HOME OFFICE USE:** App No: # \_\_\_\_\_ Approval given by: \_\_\_\_\_ Date: \_\_\_\_\_

1st  2nd  3rd H&H Eligible match \$ \_\_\_\_\_  
 Summary Sent  Flyers Sent Banner Kit Sent:  Floor  Table-top