

# NATIONAL CATHOLIC SOCIETY OF FORESTERS

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

## APPLICATION – POP-UP IMPACT TEAM PROGRAM

*NOTE: THIS APPLICATION MUST BE RECEIVED BY THE OUTREACH AND ENGAGEMENT DEPARTMENT 30-120 DAYS PRIOR TO THE EVENT FOR APPROVAL. ANY QUESTIONS CONTACT THE OUTREACH AND ENGAGEMENT DEPARTMENT.*

An individual beneficial member (age 16+) may gather their friends and family together to create an event 2x/year.

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**How did you hear about NCSF Pop-Up Impact Teams?** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

\$250 pre-paid VISA card will be sent as seed money. The money must be used for event costs only. The seed money must be spent within 120 days from receipt/activation. Any unused seed money will be returned to NCSF.

Service Activity     Fundraiser     Educational Event     Other: \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**What organization / cause will benefit from this project?** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

Is this project associated with a church? If yes, name of church where the event is taking place.

**Event Location:** \_\_\_\_\_

How many volunteers will participate on the pop-up team? \_\_\_\_\_

**Volunteer List:** Team participants may include members or nonmembers of all ages.

Tell us how you will use the seed money to kick-start your project:

### 2) PROMOTION AND AWARENESS: *See press release information in step 3.*

Each event will receive a Pop-Up Impact Team event box. Boxes contain t-shirts, banners and other appropriate marketing material along with your seed money.

**T-SHIRTS:** You may order a maximum of 25 t-shirts in a variety of sizes. How many t-shirts: \_\_\_\_\_

**Sizes:** \_\_\_\_\_

**HOW MANY:** Invitations: \_\_\_\_\_ Banners: \_\_\_\_\_ Thank-you cards: \_\_\_\_\_

**PLEASE CHECK ONE:**

**Member Promotes Event:** Publicize in your local newspaper, 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, **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*”

**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: \_\_\_\_\_

Which size:  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:

**3) 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:

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

**4) MEMBER SIGNATURE:**

***PLEASE READ THE POP-UP IMPACT TEAM GUIDELINES PRIOR TO SIGNING OFF ON THIS APPLICATION.  
ALL REQUIREMENTS MUST BE MET TO RECEIVE APPROVAL.***

I attest, as a beneficial member of NCSF and contact leader, that the guidelines for participation in the Pop-Up Impact Team program have been reviewed and understood.

**CONTACT SIGNATURE:** \_\_\_\_\_

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

1st Pop-Up  2nd Pop-Up