**Street Captain’s Packet**

Cheshire’s Lights of Hope thanks all of our street captains for the time and effort that makes this event a big success.

Below is an explanation of each page of the Street Captain Packet. We hope this makes your tasks clear. If you have any questions, please direct your concerns to our Cheshire’s Lights of Hope voicemail **866.747.9518** or e-mail: **captains@cheshireslightsofhope.com**.

Each page of the packet has a title, please print and look at the pages in this order to best understand how to make your job the most effective.

1. **TO BE A STREET CAPTAIN**

Please read the page carefully for the details of Street Captain responsibilities. Fill out the information at the bottom of the page and mail it to our PO Box. If you are co-captaining a street, only one of you needs to mail in the street captain information. If you are dividing your street up among other street captains-meaning each of you is responsible for only a few houses- each person should fill out a form and label yourselves as “your street name” A, B, or C.

1. **A LETTER TO YOUR NEIGHBOR**

This letter can be filled out and then copied to give to each of your neighbors. This is how you should solicit the sale of luminaries on your street. Cheshire’s Lights of Hope website has a *WORD* version you can download to your computer to fill out that way. Please let your neighbors know it is $10 for 10 luminary kits. Kits will be sold at R.W. Hines for $12 each leading up to the event. Your neighbors will complete the bottom of the form and return back to you. Please hold on to each of your neighbor’s orders (DO NOT MAIL THEM IN INDIVIDUALLY) so you can tally and submit them as a *whole* *group* order. If you get late orders, don’t worry, you can still submit them. Just mark them second submission with your street name and turn them in to Hines. If they are really late, you may have to give them back to your neighbors and direct them to R.W. Hines to purchase individually.

1. **SPREADSHEET**

Keep track of each neighbor’s order in one place. It can later be used as a neighborhood directory. You will need to have this reference sheet to know how many kits go to each house when we have our *kit distribution day*. Keep this copy for your records and mail us a copy when you submit the final order form.

1. **FINAL STREET ORDER FORM**

This form should have the TOTAL number of kits ordered for your street, accompanied by the correct amount of money due**, October 8, 2016**. Please drop it off at **R.W. Hine Ace Hardware** or mail it to the Cheshire’s Lights of Hope PO Box.

We will be in touch with you about picking up your street’s kits in October at Paws Pet Resort. This year kits will be counted out for you in sets of 10 to make your job easier. Sand will still be picked up and distributed by you the same way. Please visit the website often to keep up to date with the current Cheshire’s Lights of Hope news.

Thank you for continuing this wonderful event as we continue to show the importance of ***"Neighbors Helping Neighbors"***.

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**Cheshire’s Lights of Hope**

**PO Box 553, Cheshire, CT 06410**

**www.cheshireslightsofhope.com**

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Dear Neighbor,

Cheshire’s Lights of Hope is the luminary fundraising event that will light the streets of Cheshire and unite our town on **November 12, 2016** at 4 PM. This is an important opportunity for neighborhoods and businesses to rally together to raise funds that will benefit: **Cheshire’s Lights of Hope Scholarship Fund, The Cheshire Community Food Pantry, Cheshire Youth & Social Services, and The Petit Family Foundation**.

Today, I am contacting you as our street captain for **Cheshire’s Lights of Hope**.  My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I live at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have volunteered to collect your luminary order forms and money, submit the street order to the Lights of Hope Luminary Committee, and distribute the luminaries to you.

Order forms and cash or checks made out to Cheshire’s Lights of Hope should be returned to me no later than **October 7, 2016.** If you have any questions please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street captain phone number) (Street captain e-mail address)

*For more Cheshire’s Lights of Hope information you can visit* ***www.cheshireslightsofhope.com***

**Please cut off this portion and return it with your payment to your street captain.**

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Street Captain’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House number and street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like to order\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ luminary kits at $10 each (1 kit=10 luminaries)

***We suggest spacing the luminaries no more than 5 feet apart.***

**Thank you for being a great neighbor!**

I have included cash or check (made out to: Cheshire’s Lights of Hope).



**P.O. Box 553, Cheshire, CT 06410**

**www.cheshireslightsofhope.com**

**866.747.9518**

**email: captains@cheshireslightsofhope.com**

**Final Street Order Form**

Cheshire’s Lights of Hope thanks you once again for your help and support to make this event so successful.

You are a big part of uniting this town with HOPE and PEACE, while raising important funds for The Cheshire Community Food Pantry, Cheshire Youth & Social Services, Cheshire’s Lights of Hope Scholarship Fund and The Petit Family Foundation.

**This year, we are trying to accumulate information on each purchaser for future correspondences, so we would like you to turn in a copy of your "Spreadsheet" as well as this "Final Order Form".**

Please bring these forms with your checks to **R.W. Hine Ace Hardware** no later than ***October 8, 2016*.** Or mail to our P.O. Box by October 1.

**You should retain a copy of these forms in order to distribute the luminaries to your neighbors.**

The luminaries should be available for pick up in late October. We will contact you with the exact pick up date and location as it gets closer.

**Final Street Order Forms are due by October 8, 2016**

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**Please bring this form along with your "Spreadsheet" and money to:**

**R.W. Hine Ace Hardware**

Or Mail to: **Cheshire's Lights of Hope, P.O. Box 553, Cheshire, CT 06410**

This will be your Final Street Order form.

Street Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Captain’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Total Number of Kits for your street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of money included with this order form: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(make checks payable to: *Cheshire's Lights of Hope*)**

Checks: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Cheshire's Lights of Hope** | | | | | | |
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| **Street Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  | **Street Captain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| ***Please submit a copy of this sheet with your order form to CLoH. Keep a copy for your records to assist in distribution of luminaries*** | | | | | | |
| **Neighbor's Name** | **Neighbor's Address** | **Phone Number** | **E-mail** | **Number of Kits** | **Amount Paid** | **Notes** |
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| Total # of Kits |  |  |  | | |  |
| Amount $ Collected |  |  |  |