

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. Email captains@cheshireslightsofhope.com to let us know you want to be your street's captain. Go to <https://cheshireslightsofhope.com/street-captains/> and click "Subscribe to Our Street Captains ENews List" to be added to our email list.

2. 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, Cheshire Nursery, Main Street Caffe, and Paws Pet Resort and Spa for \$12 each leading up to the event. Your neighbors will complete the bottom of the form and return it 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 R. W. 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.

3. 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 submit a copy when you submit the final order form.

4. 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 7, 2018**. Please drop it off at any register 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"**.

Cheshire's Lights of Hope
PO Box 553, Cheshire, CT 06410

www.cheshireslightsofhope.com

**Cheshire's
Lights of Hope**
NEIGHBORS HELPING NEIGHBORS



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 10, 2018** 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 5, 2018**. If you have any questions please contact me at _____ or _____ (Street captain phone number) (Street captain e-mail address)

Please attend:

**LIGHT THE NIGHT at the First Congregational Church Green
November 10, 2018 at 2pm
Help us light the Mile of Hope and more!**

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 

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).

**Cheshire's
Lights of Hope**
NEIGHBORS HELPING NEIGHBORS



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 7, 2018**. 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 7, 2018



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: \$ _____

Cheshire's Lights of Hope

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

Total # of Kits
Amount \$ Collected