



Adopt a Project Sleep Tight Tote Program

www.ProjectSleepTight.org

How to Get Started:

- ✓ Select a start and finish date for your collection drive.
 - ✓ Get the word out through flyers, announcements, posters, etc.
 - ✓ Gather your gang to fill 1-5 Project Sleep Tight tote bags per person (or more)
 - ✓ Each Project Sleep Tight Tote must contain:
 1. a new/like new blanket
 2. a new or like-new book
 3. a new or like-new stuffed animal
 4. a new toothbrush
 - ✓ *Order tote bags (we ask you to help us by covering the cost of the tote bag and shipping at \$1.00 per bag). **Project Sleep Tight Tote bags are required.**
- *If you are in the Phoenix area or Salt Lake City, tote bags can be picked up locally.

Ordering Instructions:

- ✓ Email: Jeanie@projectSleepTight.org
- ✓ Subject Line: Tote Bag Order & YOUR NAME/ORGANIZATION
- ✓ Include # of tote bags requested, mailing address (please no PO boxes) and phone number for shipping purposes.
- ✓ All totes will ship via priority mail or Fedex Ground. Please expect your totes in approximately 7-10 business days.
- ✓ Invoice and Project Consent Form will ship with your tote bags and should be returned in the envelope provided (each participant should sign the Project Consent Form).
- ✓ If you would rather speak to us by phone, please call Jeanie at 602-529-8191

Collecting and Sorting:

- After your collection drive ends you can now sort through the items, and do a quality control check.
- Sort books by age: 0-4 yr-olds, 5-8 yr-olds, 9-12 yr-olds
- Check that stuffed animals and blankets are clean and in good repair
- NOTES: Don't forget to add a new toothbrush to each tote bag. Adult size are appropriate for the 9-12 age group, all others should be child-sized.

Label and Deliver:

- Please place a tag (included in your order) on each bag to indicate the ideal recipient (i.e age 0-4 or age 5-8 or age 9-12). Please use the book you include in the tote as your age guideline.
- Contact Project Sleep Tight to find out what shelter is in need of tote bags, or find one on your own.
- Deliver your Project Sleep Tight totes to the shelter. That's it! We would love to receive photos of your event!

Project Sleep Tight, Project and Donation Consent Form

Project Sleep Tight offers a wonderful experience to its volunteer participants, and teaches them a great deal about themselves and those around them.

I, the undersigned, in consideration of the services, guidance, and program of Project Sleep Tight, an Arizona nonprofit corporation and tax-exempt public charity, their agents, owners, participants, and employees (herein after collectively referred to as "PST"), hereby agree to release, indemnify and hold harmless PST on behalf of myself, my spouse, my children, my parents, my heirs, assigns, personal representative and estate as follows:

1. I have volunteered to assist PST with its charitable activities. I volunteered my time and services because I support PST and desire to participate in furthering its charitable purpose. I understand that my activities as a volunteer may entail a risk of physical injury. I may be exposed to hazards, including, but not limited to, hazards associated with manual labor and operating a motor vehicle. I understand that undertaking deliveries to shelters may have inherent dangers and risks due to the location and clientele of the shelter itself and its surroundings. PST does not visit shelters to assess the safety of the environment, condition of the premises, or any other risks associated with delivery. I understand and assume all such risks.
2. Because the assertion of claims against PST for personal injury occurring during my volunteer service would be antithetical to my support of PST and its goals and would reduce the ability of PST to accomplish its charitable purpose, and in consideration of PST's permitting me to engage in volunteer activities and other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I am granting this release of liability.
3. I hereby release, forever discharge, and agree to indemnify and hold harmless PST from any and all claims, demands, or causes of action, which are in any way connected to my participation in volunteer activities for PST, including any such claims which allege negligent acts or omissions of PST.
4. In the event that I file a lawsuit against PST, I agree to do so solely in the state of Arizona, and I further agree that the substantive law of Arizona shall apply in that action without regard to conflict of law rules of that state. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining document shall remain in full force and effect.
5. I am aware that the Consumer Products Safety Commission (CPSC) has stringent guidelines concerning children's items which can be donated. I agree not to donate to PST or to use items in Project Sleep Tight Packages that have been recalled, banned, or do not meet current safety standards. For more information, visit the [Consumer Product Safety Commission](http://www.cpsc.gov) at www.cpsc.gov.
6. I realize that any photos taken or submitted to PST during a PST related program or event become the property of PST and may be used in printed literature or marketing materials. I realize that there will be no compensation paid for the use of said photos.

If you do not want your photo used in marketing materials, please check here

By signing this document, I acknowledge that I have had sufficient opportunity to read this entire document. I understand it, agree to be bound by its terms & consent to my child or my child's PST volunteer activities.

Date _____

Participant/Guardian Name (print) _____

Participant/Guardian Signature _____

Home Address _____

Daytime Phone _____ Participant/Guardian Email _____

Project Sleep Tight, Project and Donation Consent Form cont....

By signing this document, I acknowledge that I have had sufficient opportunity to read this entire document. I understand it, agree to be bound by its terms & consent to my child or my child's PST volunteer activities.

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Participant/Guardian Signature _____

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Daytime Phone _____ Participant/Guardian Email _____

**this can be copied as many times as you need.*

Frequently Asked Questions:

A. Product Donations

What type of blankets work best?

Blankets should be NEW or Like New or Handmade. We appreciate, fleece, "no-sew" and store-bought blankets. No afghans or quilts as they do not fit into the canvas tote bags.

What does Like New mean?

Like New means top quality and nice enough to give as a gift.

What size should the blankets be?

We ask people to imagine a young child toting a blanket. Ideally, blankets should be able to fit in our canvas tote bag which measures 15-1/2 x 15. (The ideal size is 36 x 45 but NO larger than 50 x 60 please)

Do you accept used blankets?

Yes. Project Sleep Tight accepts clean, Like New blankets.

Do you accept used stuffed animals and books?

Yes. Project Sleep Tight appreciates Like New books and stuffed animals. All donated items should be top quality (good enough for your own child).

What types of books are best?

Books appropriate for ages 0 to pre-teen.

Can the blankets and stuffed animals be handmade?

Yes. Project Sleep Tight is happy to receive handmade items! There is nothing more special than items that was made with care especially for a child.

What are the size requirements for the stuffed animals?

The stuffed animals should be no larger than 15 inches in order to properly fit inside our tote bag. The ideal stuffed animals would be "snuggle size".

Are there any other restrictions on animals/ books?

Yes, please follow these guidelines:

- No Beanie Babies.
- No books or stuffed animals with battery compartments.
- No stuffed animals that make noises — such as singing, reciting prayers, etc.

- No religious, commemorative or holiday stuffed animals or books.
- No stuffed animals over 10 years old (no collections) for dust/sanitary reasons.
- We do NOT accept items that have been recalled, banned, or do not meet safety standards.

How much should I spend on the contents of a Sleep Tight Tote?

This is absolutely up to you! If you have new and Like New items in your home, you are welcome to use them. If you prefer to purchase your items new, shop wisely to get the most “for your money”!

B. Tote Bags

How do I obtain the tote bags?

To participate in our Project Sleep Tight Program, please email info@projectSleepTight.org with your name, address, phone number and quantity of tote bags needed. Project Sleep Tight ships via Fedex Ground or United States Postal Service.

How much do they cost?

The tote bags cost \$1.00 each (which includes shipping costs). You may pay by credit card on the website, or we will include an invoice with payment instructions with your tote bags. Please make checks payable to “Project Sleep Tight”.

Do I need to pay before receiving my tote bags?

No, we will mail your invoice with your tote bags or you may pay on our website www.ProjectSleepTight.org/donate

What payment methods do you accept?

We accept checks made payable to “Project Sleep Tight” or credit cards and PayPal on our website.

Why do you charge for tote bags?

Project Sleep Tight requests a donation of \$1.00 per bag to cover the cost of purchasing and shipping the tote bags to you. As a not-for-profit organization, Project Sleep Tight appreciates your contribution so that we can continue to provide our services to as many homeless children as possible.

C. Shelters

How do I find a shelter?

Contact jeanie@projectsleeptight.org to see what shelter is currently in need or you may locate another shelter that we do not yet serve.

What do I say when I contact the shelter?

When you call a shelter, ask to speak with the children's coordinator or person in charge of donations. Please tell them that you have partnered with Project Sleep Tight and would like to donate X number of Project Sleep Tight Totes to the children in their care. If this is a new shelter relationship, you may need to explain that each Project Sleep Tight Tote contains a new blanket, book, and stuffed animal for children ages 0-12. Kindly obtain a complete shelter address, contact name, and delivery hours to relay to Project Sleep Tight. Please send the information to: info@projectSleepTight.org

Once I have delivered my Sleep Tight Packages, does the shelter receive ongoing support?

Yes! Shelters are always welcome to request additional Sleep Tight Packages directly from Project Sleep Tight at any time.

Can Project Sleep Tight find the shelter for me?

If you are not comfortable finding a shelter, we are here to help. It is our recommendation that you speak with the shelter in order to assist in the coordination and delivery of your Project Sleep Tight totes.

Do I need to call the shelter if I am selecting one from your list?

Yes please. Project Sleep Tight has the pleasure of working with many volunteers each year. To avoid overlapping deliveries, we recommend that you contact the shelter in advance. This will help to determine the number of Project Sleep Tight totes that the shelter can accept, to coordinate delivery, and to decide if multiple delivery sites are necessary.

D. Financial Donation

Does Project Sleep Tight need financial donations?

Yes! We rely on financial donations to help us cover the ongoing costs of running a not-for-profit organization. Project Sleep Tight operates with very little overhead so that your donation goes directly to the homeless children we serve.

Credit cards are accepted on the website, www.ProjectSleepTight.org and checks may be made payable to "Project Sleep Tight" and mailed to:

Project Sleep Tight,
10204 E Isleta Ave.
Mesa, AZ 85209

** if you are an Arizona organization / corporation you may be interested in the Arizona tax benefits FAQ – a separate PDF.*