



# Celebrate Volunteers

Monday, March 27, 2017

Memo to: Executive Directors and Volunteer Directors

From: Debbie Emery, Director, Community Engagement

**The Bergen Volunteer Center invites you and your agency  
to join a community-wide salute to volunteers**

## **Celebrate Volunteers!**

**Monday, March 27, 2017**

Bergen Community College – Technology Center  
400 Paramus Road, Paramus

6:00 PM – Check In & Social    7:00 PM - Program    Cost: \$10 per person

We are inviting public and private nonprofit organizations, corporate volunteer programs, hospitals, libraries, religious organizations and schools to bring up to 10 people – both volunteers and staff – to this very special event. We have moved our event to a more intimate location at Bergen Community College. ***This is not a competition or a contest.*** You may select those you want to honor and give them a public “pat on the back” for the good work they do for your organization and for our community.

***Save time and resources!***

***Take advantage of this opportunity to salute your volunteers!***

So that we can appropriately acknowledge your volunteers during the event, please fill in the attached form and provide the following:

1. Contact information
2. Names of volunteers you are bringing and their town of residence (for publicity)
3. Each agency representative will be asked to give a brief, 90 second presentation highlighting the work and generosity of the organization’s volunteers joining us for this special evening. A story or special accomplishment would be great.
4. ***Photos of your volunteers (.jpeg format)*** – individually or in groups – that we can use in a presentation at the event. (We will assume that you have permission from the volunteer to use his/her photograph.)
5. Optional - Videos of volunteers in action, accepted in the following formats: .mp4, .mp4s, .wmv, .avi, and .mpeg.

Please e-mail this information and photos (JPEG format) to [melissal@bergenvolunteers.org](mailto:melissal@bergenvolunteers.org) OR mail the form and photos to Bergen Volunteer Center, 64 Passaic Street, Hackensack, NJ 07601.

**We look forward to honoring your volunteers – on March 27th!**

# Celebrate Volunteers!

**YES! We will attend the March 27th Celebration!**

Organization \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

**Reservation Deadline: Monday, March 20, 2017**

Cost: \$10 **per person** (staff, volunteers or guests)

Please reserve \_\_\_\_\_ seats at \$10 each.

Total amount enclosed \$ \_\_\_\_\_

(make check payable to Bergen Volunteer Center)

Please charge to Master Card \_\_\_\_\_ Visa \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

## **Please send photos of your volunteers!**

E-mail .JPEG photos of your volunteers, mission and 'blurbs' about your volunteers to **melissal@bergenvolunteers.org** or mail to the address below. You may also, but are not required, to submit a video of volunteers in action (the following formats: .mp4, .mp4s, .wmv, .avi, and .mpeg, are accepted). Be sure to provide the names of the volunteers in photos. The Volunteer Center will assume that you have received permission from the volunteer to use these materials. We will be taking photos/videos of volunteers and agency representatives for post-event publicity during the dessert reception before the program. Registering your volunteers' names implies permission to photograph at event and use photos for post-event publicity. For information, call 201-489-9454, ext. 206.

Mailing address: Bergen Volunteer Center  
64 Passaic Street,  
Hackensack, NJ 07601

**Please fill in information on reverse**

List attendees for the March 27th Celebration

Agency \_\_\_\_\_

Volunteer(s) - name for certificate

Town of residence

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other Guests and/or Agency representatives

(not volunteers):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank You!**