

COUNT ME IN!

Tips for a Successful Coffee Break®

- ☕ **Open your kits early!**
- ☕ **Promote / Advertise your Coffee Break®** by personalizing your posters and posting them in prominent locations with details of the event well in advance of the date of your Coffee Break®. Let people know why you're hosting and who you're hosting for. Be sure to send out all the fun details with an email, memo or phone call.
- ☕ **Tax receipts can be issued for all donations of \$20.00 or more**, so many Host Sites have found it helpful to place the Charitable Donation Tax Form beside the donation box.
- ☕ **Use your creativity** and consider incorporating your Coffee Break® with another event such as a Pie Auction, Bake Sale, Dress down Day, Yard Sale, BBQ, Game Night or simply offer some homemade treats with your coffee. Not a coffee fan? Consider serving juice or tea instead!
- ☕ **Invite people to join in!** Coffee Break® can be a fun way to socialize with friends and neighbours or colleagues from other floors or different departments – try holding the event in the lobby!

Organization: _____

Contact Name: _____

Address: _____ **Postal Code:** _____

City: _____

Phone Number: _____ **Fax Number:** _____

Yes, I consent to receive emails from the Alzheimer Society of Sault Ste. Marie & Algoma District

Email Address: _____

PLEASE
CHECK
BOX

Please note that due to the Canadian Anti-Spam Legislation, your express consent is required to be able to include you in Alzheimer Society updates via email.

Date of Coffee Break®: _____

*Please note that although September 20th is the *official* date of Coffee Break®, if this date is not convenient, your Coffee Break® can be held **any day, for any length of time**. However, the Coffee Break® must be held **before Thanksgiving** for your organization to be eligible for the trophy.

Length of Coffee Break®: 1 Day 1 Week 1 Month Other: _____

A Coffee Break® Host Kit with a coin box and event ideas/promotional materials will be delivered to you before your event.

Yes! Our organization will support Coffee Break® by matching or topping off employee contributions raised at the event.

Unfortunately, we are not able to participate. However, please accept this donation of _____.

(Please mail your cheque to the Alzheimer Society of Sault Ste. Marie and Algoma District, 341 Trunk Road, Sault Ste. Marie, ON, P6A 3S9)

Coffee Break® isn't right for me. However, please contact me about decals, coffee and dessert specials, home parties or other events such as the Walk for Alzheimer's, Ladies Night Out or Door-to-Door Campaign.

Please fax back to the Alzheimer Society at 705-256-6777

If you have any questions or concerns, please contact us at 705-942-2195 or info@alzheimeralgoma.org