

**Sender Name**  
**Organization Name**  
**Address**  
**City, State Zip**

**(Organization's Name),**

We the leaders of the (community name) community would like to introduce to you the Adopt-An-Event recycling program. The Adopt-An-Event program creates effective recycling at sporting events, fairs, fundraisers, and other events throughout the community which reinforces the recycling ethic taught in our homes and schools.

We would like to offer the (organization name) the opportunity to adopt one of our community's events during this year's event season. Through the Adopt-An-Event program we will be storing and providing containers to the events while the organization(s) that have adopted the event will do the following:

**Adopt-An-Event volunteers agree to:**

- Select an event to volunteer at.
- Set Up and Tear Down the ClearStream Units.
- Change out Bags on the ClearStream Unit as often as necessary.
- Help move ClearStreams to hotspots throughout the event.
- Arrange the pick up time and place for the recyclables.

**Adopt-An-Event Leadership agree to:**

- Store, Drop off and Pick up the ClearStream units.
- Provide ClearStream Recyclers, ClearStream bags and instructions.
- Remove filled bags after the events.

Please consider the attached list of events and contact us via (phone) or (email) letting us know what event(s) you would like to adopt as well as providing us with your feedback on this new Adopt-An-Event recycling program.

We would like to provide the people of our community the opportunity to help us team up to provide our Great Community with Great Recycling both in and away from home.

Sincerely,

**(signature)**

**(Name)**