

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

**(Community Leader's Name),**

Sir/Ma'am we the (organization name) would like to inform you about a recycling project that will benefit our community as a whole. We would like to see the Adopt-An-Event program instituted as a means of providing our community with Away-From-Home recycling at sporting events, fairs, festivals, fundraisers, etc.

We realize at this time that budgets are tight and would like to help alleviate the local government's employee hours through the volunteer hours provided by the Adopt-An-Event program while also eliminating litter at events through the attendee awareness provided by the Adopt-An-Event's clear recycling containers.

The Adopt-An-Event Program provides cleaner events through volunteer labour while also providing reduced disposal costs and added income through the clean, marketable recyclables that have been collected.

For a small one time investment the local government can establish the Adopt-An-Event program by purchasing the life-time warrantied, easy to use ClearStream containers used by the Adopt-An-Event program. The clear bag provides attendees with a clear picture of where recyclables go virtually eliminating contamination of the recyclables, while the ClearStream frames create easy set up, mobility, tear down, transportation, and storage.

The responsibilities of the program are divided as follows:

**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.

Our organization would like to help establish this program and offers to adopt the **(event name)** in an effort to get this program started.

Sincerely,

**(Name)**