

# CONGRATULATIONS ON YOUR SPONSORSHIP



You secured a Lights of Hope Sponsorship! Incredible job! In order for us to account for the sponsorship money and to ensure they accurately receive the correct benefits we ask you to complete these steps.

## Tell us

1

Complete the [Sponsorship Tracking form](#). All sponsorships must be recorded here for benefits and tracking purposes. Once you complete this form, the Lights of Hope team will begin preparing items such as social media graphics for you and/or your staff partner to post and ordering the sponsorship sign.

\*Remember, it takes at least 4 weeks from when we place the order for you or the business to receive the sign so plan accordingly!

## Track and Collect

2

Ensure the money is posted on your DonorDrive page.

There are 2 ways for a sponsorship to be posted:

1. A sponsor can donate directly onto your DonorDrive page using a credit card
2. A sponsor can mail you a check and you will enter this on your DonorDrive page as an offline donation. When you receive the check, you will mail it in using the Society Donations Batching Tool.
  - a. [Instructions for entering an offline gift](#)
  - b. [Instructions for the Society Donations Batching Tool](#)

If the sponsor wants to send the check to ACS CAN, the check can be sent to:

655 15th Street, NW, Suite 503

Washington, DC 20005

\*All checks should be made out to ACS CAN

## Recognize

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1. Arrange for the sponsor to receive all their promised benefits (bags, sign, social media posts, etc). Work with your staff partner on ordering Lights of Hope bags for the sponsor.
2. Consider other ways you can thank them, such as a personal note, a phone call, or something you think up!

## For more information

Please contact Rachael Eerdmans at [Rachael.Eerdmans@cancer.org](mailto:Rachael.Eerdmans@cancer.org)