



Little **Pink**
Houses OF
HOPE

2020

**COORDINATORS
NOTEBOOK**



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SECTION 1

PLANNING

YOUR ROLE AND EXPECTATIONS

TEAM PINK

**DAILY SCHEDULING AND
SPECIAL EVENT CONSIDERATIONS**



PREPARATION IS KEY

You have been working on this retreat now for months! Thank you for your diligence and dedication to making this an **AMAZING experience** for our families.

It is your responsibility to make sure that all **details of the retreat schedule** are planned and communicated to the director and home office as directed.

You will be responsible for a lot this week - **delegate when possible** to Team Pink and others.

Each day it is expected that you will be **available to the director** or VolunSTARS for questions or issues.

In your interactions with LP team and community, consider people during the week that would make good Little Pink leaders. You **can help Little Pink identify** new Directors, Coordinators or other lead volunteers for the organization.

TASKS AND RESPONSIBILITIES

- Local Little Pink ambassador.
- Represent Little Pink and create community awareness and make note of community events.
- Secure donations for the Retreat week based on Little Pink Guidelines
- Make contact with potential home donors and/or Realty partners and keep Programs Director aware of contacts and progress
- Budget Focused- be aware of our budget. If a donor will only give a small discount and it is a very expensive item, maybe we need to look elsewhere for a better fit. It is important to do a cost analysis. We want to try to get full donations whenever possible.
- Identify key community partners or Team Pink members. Introduce retreat director or LP staff to key people within the community.
- Team Pink – enlisting, training, coordinating
- Timely communication with Retreat Director and LP Programs Director
- Be willing to think of new or improved things for the retreat. Just because it has been done a certain way every year does not mean it needs to continue if there can be improvements.
- Ask for help if needed- there is a whole team behind you!



PREPARATION IS KEY

4-6 months before retreat:

- Contact with director – monthly – work on schedule and budget
- Video training completed
- Media contacts developed
- Social media requests
- Team Pink recruited and trained
- New leaders converse with LP Retreat Program Director monthly

4 months

- Phone conference with director, coordinator and LP Retreat Director
- Team Pink recruited and trained
- Work with director on budget and schedule
- Vendors secured and venues reserved
- Prayer cards distributed, if used
- Social media requests

3 months

- Work with director on budget and schedule
- Planning and training meetings with Team Pink
- Vendors secured and venues reserved
- Social media requests

6 weeks -2 months

- Contact with VolunSTARS – phone calls, coordinate travel details, etc.
- Phone conference with director, coordinator and LP Retreat Director
- Budget and schedule to LP office
- Review reports emailed from LP office – property, participants, VolunSTARS
- Team Pink roles and tasks assigned
- Social media requests

1 month

- Contact vendors to confirm details
- Facebook group opens – posts begin
- Social media contacts given retreat information, schedule
- Team Pink roles and tasks assigned
- Pick up of gifts, etc.
- Social media requests

Week of retreat

- Conduct retreat
- Nightly debrief with director
- Communicate with Team Pink

Retreats with Retreat Leader Coach Present:

One hr. meeting daily - This relationship will be one of complete support. The coach will often be serving as a volunteer that week as well, so they will be completely ingrained in the logistics of the week, offering a great view that you might not see. During down time, feel free to utilize as much of the coach's time as you need. That is what they are there for.

Post retreat

- Process meetings with Retreat Director and Coordinator 7-14 days after your retreat has ended with LP Retreat Program Director
- Thank you notes to Team Pink, Director, others
- Mail Inkind thank yous and insure all are entered online
- Follow up with Larger gifts to certain vendors; order and deliver
- Return items to LP office as directed



SUCCESS AND TEAM PINK

Possible Team Pink Assignments Scheduling Team

- taking the work of the committee and creating a matrix for the week
- being the point person for people to check with when scheduling for the week. (for example, if someone is securing an activity and the meal needs to be close by, this takes coordination)
- communicating with Retreat Director and Retreat Coordinator when you have questions regarding schedule.
- Getting information on cost for each meal or activity (if any). Preferred donation of meals and activities.

Meals Team

- Securing meals for families
- Take on major meal preparations to free up Volunstars.
- Working with restaurants, community organizations, churches, etc. to get adequate meals for families and volunteers.
- Important to work with Logistics and Scheduling team when making final preparation so that the location of meals coincides with location of activities.
- Getting information on cost for each meal or activity (if any). Preferred donation of meals and activities.

Activities Team

- Create a schedule for AM and PM activities for families.
- Activities should be family oriented and be scheduled being mindful of participants. For example, zip lining is an activity that all skill levels can do; a 5 mile hike in the altitude with a tired cancer patient might be very difficult.
- Work with local merchants and vendors to explain the cause and secure activities.
- Getting information on cost for each meal or activity (if any). Preferred donation of meals and activities.

PR/Marketing team

- Send out local press releases (template created by LP) to various news organizations explaining programming and housing needs.
- Contact local television stations regarding the upcoming retreat for possible coverage (TV typically likes retreat days where there is good visual activity i.e. paddle boarding, horseback riding, etc.)
- Look to connect Little Pink with possible grant and corporate partnerships. Internally, Little Pink has a grant writer that can submit to foundations and corporations to financially support your retreat.

Hospitality Team

- Work to secure items for welcome bags for families or gifts throughout the week
- Decorate for the opening night and closing night
- Take LP information to local hospitals and support groups
- Work with schools or groups who might want to do personalized cards or gifts
- Conduct a supply drive for items needed for retreat

HOW TO CREATE YOUR TEAM:

- Understand that no one should be a coordinator alone!
- Reach out to your friends
- Reach out to local survivors or survivor groups
- Reach out to Medical facility for recommendations
- Reach out to local women's auxillary, civic, church, or business groups
- You have to want a team for a team to happen. The importance of a team is that at any given moment you may be pulled away because of a tragedy or a joy!



OBJECTIVES FOR EVERY DAY

WHEN PLANNING, ALWAYS REMEMBER THESE GENERAL OBJECTIVES:

- Create a loving and welcoming environment
- Maintain safety and accessibility for everyone of all mobility (very often we have participants that use canes and wheelchairs).
- Restroom facilities are a necessity at all venues.
- Integrate community involvement during the meal or activity
- Provide age appropriate games or activities – you will know all ages about 6 weeks prior to retreat, but this could change week to week
- Ensure the safety of participants by being aware of potential dangers in the area and communicate those to LP retreat leaders.

FOR MEAL PLANNING:

- Provide appropriate amount of food for size of group, including volunteers, supplementing when necessary.
- Provide a variety of food options based on LP standards of nutrition: Ensure that all meals have a lean protein and vegetarian protein if needed, salad or fruit, carbohydrate, and vegetable. Fruit can be a basket of fresh fruit we bring to each meal.
- Ensure food options for individuals that have allergies or special diets (including picky children)
- Use Meal Donation Information Form to communicate safety guidelines, food limitations, numbers, etc. to food providers
- All meals are also to be served with service gloves. Please make sure that internally and externally this requirement is followed.

FOR ALL VENDORS:

- Make sure all vendor information is available and communication about details is clear to director and VolunSTARS
- Record vendor information, additional names, any needed information for Thank you notes or In Kind forms
- Be prepared to make adjustments as needed.
- Greet each community person in charge and be prepared to help with introduction. Open each activity by acknowledging the donor and the individuals providing service/ meal/ activity with Retreat Director.
- Talk with at least one adult from each family at each activity/ meal
- With Retreat Director, make sure meal/activity ends at the designated time by giving a 'closing' or reiterating a thank you to the meal providers.



DAILY SCHEDULING

SECTION 1 PLANNING SCHEDULING

Day 1

TOGETHER WE CAN!

Create an environment where all volunteers feel welcome.

Planning for this day:

Meal for Volunstars & Team Pink.

Work with Director to help plan this. Ideally, you will not want to cook this at Volunstar house because meeting will be going on at the same time.

Day 2

WELCOME TO OUR FAMILY!

Create an environment that is professional and inviting for families.

Planning for this day:

Lunch for volunteers – The director is responsible for doing this but if you have a resource that would be willing to do this, it would be helpful.

Check in Location (preferably the same place as dinner)

The location is very important and should be easy to find, large enough for the entire group and have an area where children can be taken so opening meeting can take place. Age appropriate game(s) or some organized activity will need to be planned for the children.

Decorations for check in and dinner location (tables, centerpieces, etc.)

Dinner Meal for families and volunteers.

Day 3

PLAY TOGETHER!

All activities and meals are designed so that families will WANT to attend. This is to help ensure that they get to know each other and bond.

Planning for this day:

Outdoor morning- secure outdoor location (with restroom facilities and easy accessibility).

Look for an area with a lifeguard station if using a public beach.

Lunch for families and volunteers- try to serve lunch at morning location so that families do not feel rushed on the first day. Can be at a pavilion, shelter, out on the beach/lake. Have appropriate table set up for lunch.

Dinner for families and volunteers- make location convenient or in conjunction with after dinner activity

After dinner activity- plan so that participants would not want to miss- boat cruise, aquarium dinner, crab feast, etc.



Day 4 theme:
EMPOWER ME!

Activities are designed to give families a chance to try something new and engage in a way that fosters empowerment.

Planning for this day:

Morning Activity- prefer an empowering activity, such as stand up paddle boarding/kayaking for this morning activity. Connect with paddleboard company and find an appropriate site with restroom facilities

Lunch for families- great if it can be at location or very close by for ease of access.

Dinner for families

After dinner activity- family game night, Survivor Olympics, pool party, etc. (NOTE: Anytime that a pool party is scheduled, a licensed life guard must be hired or secured.)

Day 5 theme:
CONNECTING!

Activities are designed to reconnect

Planning for this day:

AM Activity- typical activities include yoga, boats, pier fishing, parasailing, etc.

Lunch for families- please keep

AM activity location in mind when planning lunch. Look for a close restaurant to donate or community group to host or deliver.

Dinner for families- arrange for an "Adult night out" location(s) for couples to attend. Look for ambiance and not chain restaurants; something that couples would not be able to do at home.

Dinner and Children's Activity Examples of great locations: Gaming Center, Firehouse, etc. Swimming is not allowed as an activity on kid night. A schedule should be planned out for the block of time with children- not just free for all play.

Day 6 theme: EXPLORING!

All activities are designed for easy access for families.

Planning for this day:

AM Activity: bike rental, sailing, pedal boats, mini golf, outing

Lunch for families- organize near AM Activity

Dinner for families

**Day 7 theme:****A PICTURE PERFECT FAMILY!****Planning for this day:**

Coordinate with local photographer for pictures in the AM. (Some photographers, depending on light will like to do this at sunset instead. This can be switched out for Thursday night.

Lunch- Gift certificates around town- photography can increase the need for a flexible schedule so plan on coordinating enough gift certificates for each family/ volunteer for lunch.

Dinner- final meal as an entire group. Weather and time of year permitting, this is preferable outside. You will also need to make sure that the location is conducive to conducting a meeting with the parents and space for kids to play or do an activity.

ADDITIONAL CONSIDERATIONS FOR SPECIAL EVENTS

WHEN PLANNING ADULT NIGHT OUT

- Ideally, all couples at the same restaurant is the easiest, but we know not always possible. When scheduling individuals at multiple restaurants, try to keep them geographically close so that it is easy for Director to visit all of them to pay gratuity.
- Talk to manager about reservations and make notes. Typically, the restaurant will 1) give gift certificates for couples for the cost of the entire meal. Under this scenario, the Director will need to know estimated cost to pay gratuity. 2) No gift certificate given, restaurant just reserves tables as complimentary. Same scenario regarding gratuity. Typically, restaurants that are donating can ring up something for \$.01 and you can pay gratuity on that bill. 3) If it is a partial donation or a specific gift certificate amount that does not cover the whole meal, make sure to find out their process for putting a credit card on file for the remaining balance. Communicate this information with Director. Please do not assign couples to restaurants. This is the Director's job, often times influenced by their promptness, closeness to their housing, or closeness to kid night activity to pick up their kids promptly.

KID NIGHT FUN

- Be prepared of potential dangers to keep your participant children safe.
- Children will be assigned to a Volunstar, but think about whether the venue you are choosing may need additional community volunteers.
- Make sure that there are adequate restroom facilities.
- Knowing that parents will drop off children and Volunstars will be watching them, assist in the success of the evening by scheduling dinner pick up so that this is NOT a volunstar responsibility.
- Ensure that the Kid Night Activity is appropriate for all age levels.

SURVIVOR "SPECIAL TIME"

- Try to ensure an environment where survivors will be able to talk. The goal of this time is a chance for them to share.
- Try to ensure some privacy so that the public is not overhearing them.
- See Survivor Facilitator Notes for guidance.

CAREGIVER SPECIAL EVENT

- Provision of a caregiver activity has become increasingly requested and valued. This activity can range from a shared time at a local hang out to jeep rides to a special off-shore fishing excursion. Consider adding this to your schedule as time, childcare and availability align with your budget and other resources.

Laughter and smiles
are the barometer for
success!



SECTION 2

**WORKING WITH DIRECTOR,
VOLUNSTARS AND TEAM PINK
DURING RETREAT**



WORKING WITH DIRECTOR/VOLUNSTARS/TEAM PINK

Ensuring the right environment for Volunstars and Team Pink

- It is your responsibility to make sure that all VolunSTARS and Team Pink feel included and that his or her voice matters.
- Maintain clear communication with your Retreat Director. You will be expected to conduct daily reflections together and to communicate changes in schedule and agenda. This relationship will be key to the success of the week.
- Please make sure that you acknowledge other peoples' feelings.
- You will be responsible for a lot this week, delegate when possible.

Opening Meeting with Volunstars and Team Pink

Director and Volunstars will meet initially in the afternoon of the first day. Please invite and communicate to Team Pink that they attend the post dinner portion of the meeting. This is a great time for the larger team to get to know each other.

Daily Volunstar Meeting Schedule Expectations

Each day it is expected there will be a 'Morning VolunSTAR Meeting'. The goal for the morning meeting is a '*Morning Heart*' talk or devotion, a review of the schedule and assignments for the day, any items that were discussed the previous night that need clarification with the group, and getting all of the volunteers out of the house on time! If possible, your attendance is always helpful!

'Evening VolunSTAR Meeting' - This meeting structure includes: discussion of any issues that have arisen; review of tomorrow's schedule; and best part of the day. This is a great time to connect with Volunstars and your attendance is appreciated by the group.

Daily Retreat Director/Retreat Coordinator Meeting Expectations

The **MOST** important component of success this week will be communication with your retreat counterpart. You will go through a series of training calls with your partner leading up to the retreat and you will NEED to plan on meeting ONCE per day during the retreat, if not more. The focus of these meetings will be logistics and reflection.



DAILY END OF DAY REMINDERS

review this page **EVERY DAY**

FINANCES

- Fill out any expenses (Credit Card, Petty Cash, Personal Expenses) on the online Retreat Leaders Expense Form
<https://www.littlepink.org/forms-access/retreat-leader-forms/>

DIRECTOR TIME

- Confirm all details for upcoming day with Director, especially any changes.
- Conduct your Reflective Questions for the day with your Director and/or Leader Coach. This is an important time of the day. Keep this reflection time to 15 -20 minutes. It has been a long day!

THANK YOU NOTES

- Give any additional in kind forms to Director for Volunstars to process
- Verify that in kind information is being entered online
<https://www.littlepink.org/forms-access/retreat-leader-forms/>

PHOTOGRAPHY

- Make sure that Director knows of any photography with a vendor that is important for post retreat gifts for the next day.

CONNECTING

- Have you communicated expectations to Team Pink for the next day?
- Are you communicating well with Retreat Director?
- What vendors do you need to reach out to and reconfirm?



RETREAT DIRECTOR/ RETREAT COORDINATOR REFLECTION

Daily REFLECTION will help to make you a great TEAM, help guarantee that the week is a SUCCESS for families, and help both of you LEAD with confidence!

Use the following prompts to help you decide and talk through the day. This is for your use only!



We can improve.....
If we changed this...
We are doing great!
Let's remember to....
Who is going to do....

Tell your fellow leader what they did well today!

What is the best example of connecting today?

Did we feel the locations were appropriate (size, space, amenities) and created the right environment?

Did we feel the meals' quality and quantity was outstanding?

Did we respect time frames for participants? Volunstars? Vendors?

Did we recognize community donors in a meaningful way?

Are we taking care of business (In kind, thank yous, receipts)?

Are there any logistical or interpersonal issues that we need to address?

Who needs more time from us (family/volunstar/team pink)?

What can I do to support you better?



SECTION 2
END OF DAY
REFLECTION

THE DAY THE DIRECTOR ARRIVES

ORGANIZING THE STUFF

- Review the supplies and help Director get organized in Volunstar House. There are lots of pieces to this puzzle that you know, but the Director does not. Work to have this prepared.
- Leave Outdoor supplies packed up (tent, chairs, beach toys, etc.).
- Pick up keys or codes for donated properties (ahead of time when possible).
- Organize keys, key code documents. Be prepared to have time to take them around to get familiar with the area so they can envision the schedule and better understand the geography and logistics.

ORGANIZING WITH THE DIRECTOR

- Set time aside to review any schedule changes
- Discuss the role of Team Pink and expectations for the week so that you are both on the same page.
- Decide on housing/sleeping arrangements for volunstars (people that come together can sleep in same bed, otherwise, do not put people in same bed)
- Transfer In Kind forms from Coordinator to Director. The coordinator has been keeping these leading up to the retreat. The Director's job is to assign a volunteer to enter in the In kind information online throughout the week and ensure that thank you notes and generic vendor cards are written.
- Make sure that you have discussed what is for dinner the first night for volunstars and Team Pink. If this has not been covered, come up with a plan.
- Verify linen and towel procedure if applicable and communicate to Director so that Volunstars can prepare properties the first day.
- To insure they happen, plan group photo times throughout the week. They will be used for marketing and vendor gifts.

ORGANIZING SELF

- Review the materials and schedule for the next day so that you are prepared



ARRIVAL OF VOLUNSTARS

REMINDERS

- Assist with Volunstar transportation from airport or organize Team Pink to help with this task.
- Have dinner planned and/ or prepped. Since you will be a part of the pre-dinner meeting, arrange for someone else to pick-up/ prep.
- Training will begin promptly at 3:00 pm. Please plan on being present.
- Send a reminder to Team Pink for their dinner and after dinner meeting.

PREPPING FOR OPENING MEETING

- Talk to Director ahead of time about the Retreat Schedule portion of the meeting. Do they want you to go over the schedule with Volunstars and Team Pink? Are you comfortable doing that?
- Remember that all of the wonderful stories and connections that you have made will be lost in the sheer volume of information the first night with the Volunstars. Be efficient when going over the schedule and get them excited about the events- you will be able to tell the stories behind the donations on a daily basis, when they will be best remembered.
- Make sure that you have the right number of name tags for Team Pink

COORDINATOR END OF DAY CHECKLIST- USE EVERYDAY

- Fill out expense reporting if you need to be reimbursed for personal expenses.
- Give Director any petty cash or credit card receipts if you had used LP card or LP petty cash.
- Give any additional In kind forms to Retreat Director to process.
- Confirm with Director any changes in schedule for tomorrow.
- Communicate with vendors as needed.
- Communicate with Team Pink as needed.
- Pat yourself on the back for a job well done!

FAMILY ARRIVAL DAY

MORNING MEETING

- Attend Heart talk/ devotion planned and start on time.
- Be available to help with directions to properties if needed.

GROCERY STORE

- Help as needed. Assist Retreat Director with additional groceries for house that need to be purchased.
- Do volunstars need additional Team Pink members to help drive?

FAMILY CHECK IN

- Prepare the Check in location to be inviting and make sure that there is a plan for light snacks and drinks for arrival.
- Do volunstars need additional Team Pink members to help drive?

FAMILY DINNER REMINDERS

- Be there for introduction of Little Pink Volunstars, LP Team and Team Pink. Be prepared to introduce Team Pink and Vendor providing dinner.
- Introduce other community members attending event.
- Greet each family by circulating during dinner in a meaningful way.
- Remind Director to start dinner no later than 15 minutes past starting time if they are running late.
- Be prepared to share schedule with participants as discussed with Director.

FAMILY MEETING

- When going over the schedule, go day-by-day, activity and meal for each one. Remember you do not need to go into deep detail, but enough to get them excited about it.
- Remind them that everything is optional other than first and last meals and writing a thank you card to the property donor. This retreat is ALL about them and their needs.
- Answer any questions about activities and meals – let your excitement and enthusiasm show!
- We are here to serve them and what their family needs. We will do everything we can to accommodate bringing meals to them or packing up 'to go' boxes, but if they choose to do something other than what is on the schedule, LP is not responsible for cost or planning.

ATTEND WRAP UP MEETING AT VOLUNSTAR HOUSE

CLOSING DAY / FINAL MORNING

CLOSING DAY LOGISTICS

- Use the afternoon for any packing or cleaning as needed, especially if you have Volunstars leaving early the next day.
- Confirm that all thank you notes (handwritten and generic) are being completed.
- Confirm that all In kind forms are being entered online.

CLOSING MEETING with FAMILIES

- Thank participants for coming
- Recognize the hard work of Team Pink members and your Director
- Attend the final meeting where families share their thoughts for the week. Drink it all in. Your coordination and service made all of these feelings possible.
- Say your good byes and promptly move volunstars through clean-up. Do not let this drag on as there is still more to do at volunstar house.

CLOSING MEETING with VOLUNSTARS

- Assist Director with check out procedure details- collection of keys, linens, leftover food, etc.
- Plan ahead by connecting with a food bank or donation facility.
- Assess whether additional Team Pink members will be needed to help with cleaning up the next morning.

FINAL MORNING

- Provide or help arrange transportation for Volunstars to airport if needed.
- Submit personal expense report online if needed.
- Verify that all thank you cards are completed and mailed.
- Verify that all In kind forms have been entered online. Take your In kind forms back from Director to keep with your records.
- Verify that all keys are returned.
- Verify that all cleaning of properties is done or scheduled.
- Inventory of Little Pink Collateral
- Store any items for your location safely and securely.
- Look over the Post Retreat DeBrief form and jot down notes.



POST RETREAT PHONE DEBRIEF MEETING WITH LP RETREAT PROGRAMS DIRECTOR

This meeting will be scheduled for 1-3 weeks post retreat with Retreat Director and Retreat Coordinator. Please make sure to prioritize this call and have your thoughts to the following completed prior to the call.



VOLUNSTAR AND PARTICIPANT DYNAMICS

Participants – any who attended

Participants who should be considered to serve LP

Participants who should not be considered for retreat volunteer

Participants with unique connections

Volunteers – any involved with retreat

Volunteers who should be considered for LP leadership roles

Volunteers who did not serve the position of retreat volunteer well

Volunteers with unique connections

LOGISTICS

Changes to schedule:

Changes to meals

Changes to venues

Changes to vendors

Property issues

Team Little Pink involvement

WHAT NEW IDEAS DO YOU HAVE?

SECTION 3

FAMILIES, VOLUNSTARS, TEAM PINK AND COMMUNITY SUPPORTER INFORMATION

In this section keep:

Head Count- List of participants and volunstars with ages
Allergies
Physical limitations
Team Pink Contact List
Thank You list (non-in kind)



NON IN KIND SUPPORTERS THANK YOU LIST

Please keep a list of all supporters that need a thank you note, but did not donate anything other than their time/ connection. Collect name, email, phone, address.

DO NOT fill out an In kind form for these individuals!

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.



SECTION 4

CONTRACTS

Include in this section:

Any letters or contracts with vendors
Email correspondence in place of contract



SECTION 5

SUPPLY LISTS



ADMINISTRATIVE SUPPLY LIST

Administrative supply list – to be used by director at volunteer house and at meetings with participants.

Place the following items in a small plastic box, bag, etc., to be kept in volunteer house or transported as needed. Add items beneficial to your situation.

Pens, pencils, markers, dry erase markers, sharpies

Copy paper

Sticky notes

Scissors

Stapler

Zip ties

Tape – clear and duct

Paper clips

Name tags for participants - #50 per meeting, for first 5 meetings

Ziploc bags



PAPER PRODUCTS

SUPPLY LIST

Paper products list

The following paper products will be needed, dependent on vendor provisions, etc.

- Serving gloves
- Cutlery - # of participants/volunteers per meal per day
- Paper plates - # of participants/volunteers per meal per day
- Cups - # of participants/volunteers per meal per day
- Napkins - # of participants/volunteers per meal per day
- Bowls – if needed
- Trash bags - 33 gal – box of 50
- Hand sanitizer – large pumps – 2
- To go containers
- Paper towels and toilet paper
- Plastic wrap and foil
- Ziploc bags and storage containers
- Serving bowls
- Coffee filters

Each property should also have a 24 pk of water bottles

Other items to consider:

Lemonade mix

Tea mix

Salt/pepper

Sugar/sweetener packets

Coffee – what type is needed for the property? Keurig, filters, etc.



CLEANING BASKETS

SUPPLY LIST

Cleaning baskets for family properties and volunteer house(s)

Each property should be supplied with basic cleaning items (including volunteer house)

They can be placed in a simple basket that can be reused or a disposable item.

Some retreats have made them decorative, added items, etc.

Items to provide: (change number dependent on size of family)

Clorox wipes – 1 pack

Dish detergent- small bottle

Dishwasher pods - #5

Washer pods - #4

Dryer sheets -#4

Liquid Hand washing soap – one per bath and kitchen - #3 for most properties

Sponge/disposable dish towel - #1

Trash bags – 13 gal – #5

Each property should also be provided the following paper products:

2 rolls of paper towels

3 rolls of toilet paper per bathroom

of houses _____



WELCOME BAG

IDEA LIST

Welcome Bag

The Welcome bag is designed to provide participants with a loving touch as well as provide needed/enjoyed items for the week. Local groups may want to take this as a project.

of families _____

Beach locations should consider providing a beach towel per family member, as they often do not travel with these and they are not provided with the linens.

Suggested items:

LP bracelets will be provided

Bags – helpful as tote for carrying items to various locations throughout week

Breast cancer items – socks, etc.

Lotions, lip balm - Mary Kay, Avon representatives often donate these items

Soaps, Bath fizzies

Water bottles

Notebooks – can be decorated as a journal

Coloring books/pencils

Puzzle books –Sudoku, etc.

Deck of cards

Jewelry

T-shirt

Teas

Gum, mints

Sunglasses

Items specific to the area



SECTION 6

VENDOR GIFTS





VENDOR RELATIONSHIPS

We want you to be mindful about building relationships while being good stewards

RELATIONSHIPS WITH VENDORS

Little Pink loves to honor ALL of the donors who have become part of the Little Pink Family.

What every vendor receives:

Each in kind donor will get (1) an email when their In kind info is entered thanking them, if email supplied (2) a personalized hand written card, and (3) a generic vendor card, (4) a Little Pink letter of recognition, (5) social media post, and often times (6) a call during our annual Thank-a-Thon in August

LARGER DONOR GIFTS

Little Pink loves to honor donors that have gone above and beyond in their partnership with us. In the non-profit world, this is a delicate balance of making sure that donors feel appreciated while not setting a stage that the money that is donated is not being utilized appropriately. When thinking about giving a larger donor gift, take into consideration:

The size and scope of the donation.

Extent of gift – property partner, major donor of In Kind or monetary gift, etc.

Length of partnership – in terms of years or number of retreats

Future influence – encouraging a relationship that may result in larger contribution/partnership

These extra gifts should be used thoughtfully in terms of **Return On Investment:**

1. **Cost**
2. **Value** – is this gift meaningful to the recipient?
3. **Ease of delivery**
4. **Timing** – how often? Every year?



Consider the following:

- A property partner vs. a 30% discounted meal
- Be aware of the cost that goes into the gift. Average Canvas / Plaque with shipping is \$30+. Think about if they would even display a canvas? Think about if you send one, will they expect one every year? Is there an alternative gift that might suit their business better?
- Community Awareness budget- remember that this is also a way to thank publicly through an event or newspaper ad instead of a gift

During your budget planning meeting prior to your retreat, you will go over your choices of gifts with Kathy Gates for approval and then you will have the power to use your local vendors!

SECTION 7

MEDIA KIT



SECTION 8

IN KIND DOCUMENTATION

This section includes:

In Kind Donation forms
Meal Donation Information Forms



The World of In Kind Donations

What is an In kind donation?

An In kind donation is a donation of an asset or service that is **NOT** a monetary transaction. This INCLUDES PARTIAL DONATIONS!

Examples of what should NOT be included as an In kind donation?

- Any cash donation to buy items
- Volunteer time
- Property or housing (this is an in-kind donation, but we track this differently)
- Someone that helped set up for dinner each night

Why is detail key?

When entering the donation description, please give details of what was donated including quantities, if applicable. This section will appear directly on the receipt for the donor, so it is important for it to be clear and detailed.

DO NOT include monetary values unless the donation is a gift card and has a clear value.

For example:

- \$100 gift card to Walmart
- Dinner and paper products for 56 people
- SUP lessons for 40 people
- Use of clubhouse venue for two nights
- 10 boogie boards, 20 sand toys, and 1 umbrella
- 11 flower arrangements
- Dessert for 44 people

How do you value the donation for LP records if the donor did not give a value?

Please refer to your location for estimating the fair market value of donations for your area.

Tips for estimating the value if not given by the donor:

Use of facility - \$100/hour

SUP Lessons - \$70/person

Photography Sessions \$200/family

Lunch - \$10-15/person

Dinner - \$18-30/person

Massage - \$100/hour

Yoga - \$20/person

This value DOES NOT need to be exact, it is an estimate that we use internally for reporting and will not be shared with the donor. By law, the donor decides the fair market value of their donation when using as a tax donation.

How are Inkind donations processed?

1. LP leader fills out an in-kind form for each donation received or secured. This will be a working document and not finished until the actual donation has occurred. It is important to completely fill out the Name, MAILING Address, Email, Phone, Contact Person, Donation Value and Donation Description. Please do not assume the home office has the correct information.
2. After the donation is complete, the LP leader has a volunteer write a hand written thank you note to the donor.
3. The LP leader proofreads the thank you and mails it to the donor.
4. The LP leader puts a check mark next to the "Thank you written and mailed" section on the lower right hand corner of the In kind form.
5. A volunteer or the LP leader now enters the donation into the online form.
6. The LP leader puts a check mark next to the "Entered online" section on the In kind form.
7. LP Office will email donation receipt and/or mail a receipt within 30 days of the online entry.

In-kind forms are kept by the retreat coordinator and are **NOT** mailed to the office.

In-kind donations are not considered complete until after the donation has occurred or received.

After the donation is entered online an official receipt is emailed to the donor (if the email is provided). If no email is provided, LP Office will print and mail receipts monthly.



MEAL DONATION INFORMATION FORM

Little Pink Houses of Hope – Meal Donation Information Form

Thank you for generously agreeing to supply food items for our families. We are thankful for community vendors who provide our families with meals during the retreat.

Retreat Date for Meal: _____

LP representative: _____ phone: _____

Quantity needed – total # _____ #Adults _____ #children under 12 _____

Allergies -

Vegetarian option needed? ____no ____yes - # _____

describe option _____

Gluten free option needed? ____no ____yes - # _____

describe option _____

Special considerations:

For the health and safety of our participants, please comply with the following:

- No Bare Hand Contact with Ready-To-Eat Food - servers may not contact exposed ready-to-eat food with their bare hands. Suitable utensils, such as deli paper, spatulas, tongs, dispensing equipment, or gloves shall be used. LP can provide if needed
- Follow food handling guidelines
- Provide food at the correct safe temperature
- Provide options as instructed
- Verify that food is prepared with consideration of the above allergies
Yes _____ No _____

LITTLE PINK HOUSES OF HOPE IS A 501(C)3 NON-PROFIT ORGANIZATION. FINANCIAL DONATIONS ARE ALLOWED ACCORDING TO US IRS TAX LAW.

FED TAX ID #27-3365488

www.littlepink.org

SECTION 9

ADDITIONAL FORMS

This section includes:

Expense Reporting Directions
LP Travel Policies and Reimbursement
LP 501(c)3 Document
Cleaning Invoice
Photographer Instructions
Survivor Caregiver Meeting/ Activity Guidelines



Expense Reporting Directions

ALL financial reporting will be done using an online submission. This includes:

Credit Card Expenses
Petty Cash Expenses
Personal Expense Reimbursement

Go to the forms portal
at <https://www.littlepink.org/forms-access/> and choose
Leader Expense Reporting



Fill out form for EACH Expense.
Submit receipts via US Mail or return to Office within 3-4 days of
your retreat conclusion.

All information should be filled out and will be verified by home
office within 2 weeks of submission.

All **personal expense reporting submitted in the previous
month** will be processed and paid in the **first two weeks** of the
next calendar month.

THIS FORM IS **NOT TO BE USED FOR UNPAID INVOICES**- ONLY
FOR EXPENSES THAT HAVE BEEN CHARGED.

THIS FORM IS **NOT TO BE USED INCOMING CASH AND CHECKS**-
IT CAN BE FOUND IN ADDITIONAL FORMS SECTION OF YOUR
NOTEBOOK.

LP Travel and Reimbursement

LITTLE PINK HOUSES OF HOPE TRAVEL POLICIES AND PROCEDURES

The preferential policy of LPHOH is for the office to make and pay for accommodations, flights, rental vehicles, etc. rather than the employee/ reimbursed volunteer. Realizing that this is not always possible, policies have been created for necessary reimbursement procedures.

Employee/ Volunteer Responsibility

An employee or reimbursed volunteer traveling on official Little Pink business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or *luxury accommodations* and services unnecessary, unjustified, or *for the convenience or personal preference of the employee* in the performance of Little Pink business are *not acceptable* under this standard.

Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

Each employee/ reimbursed volunteer is responsible for his or her own request for reimbursement. Reimbursement should be completed on the approved expense form and submitted within **30 days** from the time of travel.

Hotel allotment

Written approval by the Programs Director or Executive Director must be obtained prior to travel in order to qualify for reimbursement for overnight stays. Documentation from the traveler to substantiate that the overnight lodging was necessary and accomplished is required. A copy of the lodging bill with a zero balance must be submitted with reimbursement.

Fuel allotment

Little Pink Houses of Hope will reimburse fuel allotment equal to the gas receipts submitted post travel or employee/reimbursed volunteer can keep track of mileage and submit at the approved rate as set by Executive Director on Jan 1 and July 1 of each year. Fuel allotment and travel reimbursement is offered when employee is travelling more than 20 miles from office.

Transportation by a Rental Vehicle, cab, bus, and parking etc.

Rental vehicles may be used when necessary and when written prior approval has been obtained by the Programs Director or Executive Director. A receipt is necessary for reimbursement. Cab fare and bus fare can be submitted as needed with narrative documentation.

Air Travel

All air travel is to be approved, scheduled, and paid for by Little Pink Houses of Hope funds. Air travel can be scheduled through the Programs Director or Executive Director. No reimbursement will be given without prior approval.

Registration

Written approval by the Executive Director must be obtained prior to registering for conferences, events, classes, etc. Proper documentation of amount, purpose, and how attendance will benefit the organization must be submitted and discussed for approval to be considered.

Meal allotment

In all instances where meals are **NOT** provided as part of a conference or a meal paid by a third party, a meal allotment is available for overnight travel. Tips for meals are included in the meal allowance. The meal allotment is not meant to be a per diem stipend, rather the employee can submit for meals in which they purchased. For example, if you attend a conference and lunch is provided as part of the registration and then you go to a restaurant for dinner where a donor purchases your dinner, the meal allotment for that day would be submitted for breakfast only. Receipts can be included for reimbursement, but not to exceed allotment amounts. When meal allotment amounts are exceeded, employees are allowed to claim reimbursement for meals without receipt or if they are offered as a part of one's flight schedule on a commercial airline.

Meal allotments
Breakfast \$8.00 Lunch \$12.00 Dinner \$20.00

501(c)(3) Documentation

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 21 2010

LITTLE PINK HOUSES OF HOPE
C/O JEANINE PATTEN-COBLE
1326 SOUTHERN HIGH SCHOOL RD
BURLINGTON, NC 27215

Employer Identification Number:
27-3365488

DLN:

17053313380040

Contact Person:

JEFFERY A CULLEN

ID# 31215

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

August 30, 2010

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Cleaning Invoice

Retreat Cleaning Services

Date _____

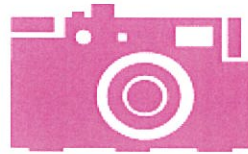
INVOICE

Retreat Location _____					
Customer _____					
Address _____					
Phone _____					
Qty.	Item#	Description	Unit Price	Discount	Line Total
				Total Discount	
				Subtotal	
				Sales Tax	
Total					

Little Pink Houses of Hope

Photographer Instructions

NOTES FOR RETREAT PHOTOGRAPHER



PHOTOGRAPHY SESSION

Thank you so much for your service! You will never know the difference this will make for the families you have served.

Take the first photo of the family with them holding a sign (provided) with their name written on it so our office will know the names of the families.

A Little Pink volunteer will take 2 shots after you have posed them initially. The unfortunate purpose of these is to have pictures for individuals who pass away prior to us receiving your photography.

Please take a picture of the survivor by themselves.

Image Delivery

- High resolution images
- Images separated into folders labeled with family name
- Photographic release of copyright
- Send photos to dropbox at info@littlepink.org or email as a gallery link from your website to the same address.

Email kathy@littlepink.org or call 336-264-0979 if you have any questions.



GIVE THIS DOCUMENT TO PROFESSIONAL PHOTOGRAPHER

PROFESSIONAL PHOTOGRAPHY

Survivor/ Caregiver Meeting Guidelines

In preparing an activity for either the survivor or caregiver, it is important to remember that this time is designed to be a “peer support group” time. The time together can look very different based on how each retreat has planned time. There is no “right activity” to create the same end result. The comfort and comradery resulting from knowing that everyone there has a similar experience organically creates an environment of sharing. Be prepared for the discussions to unfurl based upon the interests and needs of the group members.

Along with the Retreat Director, the most important responsibilities that you have as the event planner are as follows:

1. Create an environment that is relaxing and open to all members of the group.

- Arrange tables, chairs so that all participants are together with no one excluded.
- Be prepared to talk to vendor providing activity or facility about any special needs for a participant so that they don't have to. Take care of stepping away to get orders, etc. so that they can continue to greet each other and talk.
- Be prepared to help facilitate movement of individuals so that they feel included (especially in a pampering or massage setting).

2. Select activities that flow well with the retreat schedule and utilize community resources

- Survivor activities can include anything from a coffee time, painting/craft activities, make overs, massages, etc.
- Caregiver activities can include hanging out at a restaurant, golfing, boating, fishing, ATV rides, etc.
- Remember – it's not how much you spend, but the outcome of how they feel after the event.

3. Plan well to care for the children and VolunSTARS

- If possible to have the times offset so that childcare isn't necessary.
- If childcare is needed because the events are the same time, make sure that you have additional help as needed and have an activity for the children. Respect volunSTAR energy needs by not planning this on the same day as Kid Night if possible.

One of the hardest aspects of this planned activity is the management of time. You must be aware of your time constraints; try to allow 2 hours from start to finish. At an activity, the key is to let everyone get settled in and “distracted” by the activity so that they are relaxed enough to start talking. Don't be surprised if you prep to be ready and they start before you even get a chance. This is a great thing!

Over and over again, survivor only time is ranked highly in their survey results for a reason- they are looking for connections with the other participants.

Special Note: Please be aware: You could have a male as the survivor and a female as a caregiver. Try to make sure that the activity is inclusive of that person, whether survivor or caregiver.

LITTLE PINK HOUSES OF HOPE MEDIA KIT



PLEASE SUBMIT ALL MEDIA INQUIRIES TO MEDIA@LITTLEPINK.ORG

QUICK FACTS

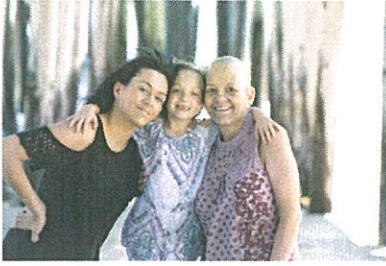
- [Little Pink Houses of Hope](#) is a nonprofit that provides FREE week-long vacations for breast cancer patients and their families.
- Every retreat is designed to help families relax, reconnect and rejuvenate during the cancer journey.
- Little Pink has spread to offer 20 retreats in the following states; North Carolina, South Carolina, Alabama, Maryland, Arizona, Florida, Georgia, California, and Michigan, as well as the U.S. Virgin Islands and Costa Rica.
- Families are provided private housing for the week, all meals, and a schedule of daily activities ranging from kayaking to concerts.
- Each retreat hosts 8-11 families and/or couples.
- A week-long vacation typically requires budgeting, pre-planning and saving, which is not a priority for most families affected by cancer. Providing a complimentary and stress-free vacation eliminates the financial stress that these families feel, allowing breast cancer patients and their support group to relax and enjoy each other's company.
- Little Pink Houses of Hope was founded by breast cancer survivor [Jeanine Patten-Coble](#), who was inspired by the idea while vacationing with family immediately following her own cancer diagnosis.
- In 2017, Patten-Coble was announced as a [CNN Hero](#) for her work with Little Pink Houses of Hope.
- Since 2010, Little Pink Houses of Hope has served almost 1000 families.
- To attend a retreat, families submit an application and proof of medical clearance from their oncology health care team.
- There are multiple ways to support Little Pink Houses of Hope, including:
 - Make a Donation
 - Donate your Property
 - Volunteer
- To learn more, visit littlepink.org.

Media Contact:

For press inquiries, please contact media@littlepink.org.



QUOTES



"Since going on The Little Pink Retreat, I no longer try to hide it from myself or others. I allow myself to feel the emotions and acknowledge the battle I won. It allowed me to see myself as a healing person. I do not have to always carry it with me. I am free to be me. Seeing other ladies with the same struggles and battles, with smiles and having happy times, reminded me, I won't always be fighting this. I will heal."

"This retreat was just what I needed to help me regroup, de-stress and most of all the wonderful families I connected with, helped me to understand I was not "alone".



"We were treated with incredible kindness and so much love! I will carry the memories of these women and their families with me forever. Our Volunstars were rock stars! I cannot wait to be on the other side and volunteer in the future. This was a once in a lifetime experience and my family and I cannot thank LPHOH enough!"



"It was the most amazing experience. For an entire week, there were no thoughts of upcoming doctor appointments, surgeries and treatments. All of the survivors shared the experiences, and got along so well. We were not strangers, but friends, from the beginning of the retreat, with that common bond."



"My daughter in law, who is the cancer survivor, was treated so special and made so many long lasting friendships. I can't tell you how wonderful and soul boosting this was for us to attend. Cancer takes such a devastating toll on a family. This was such a bright spot for us after all we have been through. Thank you so much."

Additional quotes can easily be obtained specific to retreat location, age, gender, etc. by emailing media@littlepink.org



2020 Little Pink Retreat Calendar

April 25-May 2	Carolina Beach, NC
May 2- May 9	St. John, USVI (Couples Only)
May 9-16	Hatteras Island, NC
May 30-June 6	Ocean City, MD
May 30-June 6	Sedona, AZ
June 13-20	Key West, FL
June 13-20	Blue Ridge, GA
June 22-29	Costa Rica (Couples Only)
August 22-29	Orange Beach, AL
August 15-22	Emerald Isle, NC
September 12-19	Grand Haven, MI
September 9-16	Manistee, MI (Couples Only)
September 12-19	Lake Tahoe, CA
September 19-26	Oak Island, NC
August 22-29	Temecula, CA (Couples Only)
October 17-24	Myrtle Beach, SC
October 18-25	Central Coast, CA
October 24-31	Buxton, NC (Couples Only)
Oct 31-Nov 7	New Smyrna Beach, FL



VIDEO RESOURCES

IMPACT VIDEOS- RUN TIME 3:45- 6:00

2018 <https://www.youtube.com/watch?v=LbUUIpDWCFI&feature=youtu.be>

2017 <https://www.youtube.com/watch?v=WecMZ4POHow>

2016 <https://vimeo.com/186509412>

CNN HEROES VIDEO

Video 1 <https://www.youtube.com/watch?v=kq3EMU3TEKU>

Video 2 <https://www.youtube.com/watch?v=TEPpcv8uy1Q>

LITTLE PINK STORIES

Participant Story <https://vimeo.com/channels/514773/65400531>

Volunteer Story <https://vimeo.com/channels/514773/65399672>

Volunteer, Dad and Son Story

<https://vimeo.com/channels/514773/65928292>

Little Pink Kids Experience

<https://www.youtube.com/watch?v=9yDg4vjSino>

Team Pink Story <https://vimeo.com/226620553>

Infinite Hope Story <https://www.youtube.com/watch?v=xLxAfwGXzXI>

ARTICLE RESOURCES

Huffington Post

<https://www.huffingtonpost.com/entry/59ca8f3de4b0f2df5e83b1e3>

Self Magazine <https://www.littlepink.org/founder-wins-self-magazines-2014-women-good-award/>

Southern Living <https://www.southernliving.com/healthy-living/mind-body/little-pink-houses-of-hope-breast-cancer-retreat>

Reader's Digest <https://www.rd.com/health/conditions/women-learned-breast-cancer-survivors/>

CNN <https://www.cnn.com/2017/07/20/health/cnn-hero-jeanine-patten-coble/index.html>

Woman's World Magazine <https://www.littlepink.org/womans-world-magazine-highlights-lphoh/>

Everyday Health Magazine <https://www.everydayhealth.com/breast-cancer/living-with/item-number-one-on-new-years-resolution-list-your-own-health-advocate/>

Breast Cancer Wellness Magazine (pp 22-23)
http://www.breastcancerwellness.org/bcw/wp-content/uploads/2017/09/bcw_0917lr.pdf

Carolina Country <https://www.carolinacountry.com/carolina-stories/carolina-life/departments/feature-story/little-pink-retreats-make-time-for-hope>

PODCAST RESOURCES

Crazy Good Turns Podcast <https://score-a-score.disco.ac/share-new/164314/user/18037?signature=OkJUhsKjL227ukL7dGYvKpCkUjI%3A1AE2djDV>

Trauma, Cancer, and Grief Podcast <https://www.littlepink.org/trauma-cancer-and-grief-helping-children-heal/>

Blog Talk Radio

<http://www.blogtalkradio.com/becausehopematters/2014/03/04/little-pink-houses-of-hope--cancer-retreat-for-families>



FOUNDER INFORMATION

Jeanine Patten-Coble is the Founder and President of Little Pink Houses of Hope.

- For general TV, radio, podcast, and print inquiries, please email media@littlepink.org
- To book Jeanine for motivational speaking, inquiries related to her book, [*Struck by Hope*](#), or for other personal inquiries please email jeanine@pattencoble.com

BIO/ SPEAKER INTRO INFORMATION

Jeanine Patten-Coble –Founder and President, Little Pink Houses of Hope

Jeanine was a high school history teacher and professional educational trainer for 15 years before being diagnosed with breast cancer in 2009. Her own battle with breast cancer inspired the creation of Little Pink Houses of Hope. Her work, providing breast cancer patients and their families with a week long vacation away from doctor appointments and treatments, has made an amazing impact across the United States. Jeanine was recently named a 2017 CNN Hero, honored by SELF magazine as the 2014 Women Doing Good award winner and by Former President George HW Bush as a Point of Light Award Winner. Her joy comes in knowing the way in which the national non-profit serves women in 48 states and Canada. She is inspired by all of the wonderful people that she has met through her service and is thankful that God showed up in her life in such a big and powerful way to put her on this mission. Jeanine has a Bachelor's degree from Saint Louis University, a Master's degree from NC A&T University and a certificate in Non-Profit Management from Duke University. Jeanine is thrilled to have a wonderful husband, Terry and son, Jake who carried her through her own cancer journey with their strength, support and love. She currently lives in Burlington, North Carolina.

Website: www.littlepink.org email: jeanine@littlepink.org

Request links for headshots at media@littlepink.org

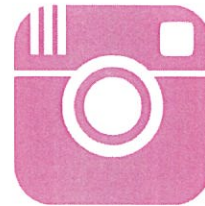
SOCIAL MEDIA LINKS



@littlepinkhouses



@littlepinkhope



@littlepinkpics

USE OF LOGO

The Little Pink Houses of Hope logo is copyrighted and protected for use. Please be advised that permission to use logo in publications, websites, print materials or on documents including flyers, brochures, rack cards, or within larger volumes of work is forbidden unless permission is granted. Please email media@littlepink.org with permission requests.

CONTACT INFORMATION

ADDRESS: 2442 TRIBEK CT, BURLINGTON, NC 27215
PHONE: 336-213-4733
EMAIL: MEDIA@LITTLEPINK.ORG

