

REGISTRATION INFORMATION

IF YOU HAVE ANY QUESTIONS, PLEASE CALL SALEH HAIR FOUNDATION AT 800-949-9028
OR EMAIL VOLUNTEER@SALEHHAIRFOUNDATION.ORG

BROCHURES

Saleh Hair Foundation can send informational brochures to distribute within your community so that you can raise awareness about your event and our mission. Please fill free to copy brochures as necessary.

LOGO

Once your salon or event is registered with Saleh Hair Foundation name or logo may not be used on clothing or on items to be sold. The Saleh Hair Foundation name or logo name or logo may not be used on personal or social networking web sites. Please use our banner link to show your support. Contact volunteer@salehhairfoundation.org or call our office with any questions. Saleh Hair Foundation must approve flyers and press release **before any event can be approved**. Please fax drafts with your event registration form.

PHOTOS

Saleh Hair Foundation does not permit anyone to copy and use images from our website. We carefully protect the confidentiality of all our recipients and donors and their loved ones! You may submit pictures of your haircut or event to photos@salehhairfoundation.org for possible use in our online photo gallery.

ACKNOWLEDGEMENT

Saleh Hair Foundation wants to thank each donor. Please have each donor complete a hair donation form and send it to Saleh Hair Foundation with their ponytail. Forms are included in this packet and are also available online. If you don't have a form, simply write the donor's name and address on a full size sheet of paper and send it with the donation. It may take as long as 90 days for the donor to receive a thank you card. If names and address are not included a thank you cannot be sent.

FUNDRAISING LEGALESE

If you are doing a fundraiser you must state the following on any flier and/or ticket sales. You also must state how much of the money collected will be donated to Saleh Hair Foundation. This information can be in fine print and must be on every flier or someone could make a complaint to the Better Business Bureau against Saleh Hair Foundation. Saleh Hair Foundation must approve text of all fliers before any event is approved. Please include the following on all ticket sales and or fliers.

SALEH HAIR FOUNDATION IS A NOT-FOR-PROFIT ORGANIZATION PURSUANT TO SECTION 501(c)(3) OF THE INTERNAL REVENUE CODE. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION, NUMBER ***** , MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING 1-800-949-9028 REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE, SALEH HAIR FOUNDATION RECEIVES 100% OF ALL CONTRIBUTIONS COLLECTED.

IF 100% OF MONEY COLLECTED IS NOT TO BE DONATED TO SALEH HAIR FOUNDATION, YOU MUST STATE THE ACTUAL PERCENTAGE THAT WILL BE CONTRIBUTED ON ALL PRINTED MATERIALS RELATED TO THE EVENT.

DISCLAIMER

Saleh Hair Foundation is a non-political, non-religious, not-for-profit entity. Additionally, Saleh Hair Foundation does not take positions or align itself with any unique rate of interests. Any occasion occurring as part of a religious, political or any other unique single-interest group does not show the sights or viewpoints of Saleh Hair Foundation. It is Saleh Hair Foundation's objective to promote the wellness of children and women through its program of supplying wigs. All occasions as well as fundraisers held on behalf of Saleh Hair Foundation ought to uphold and also reflect our mission.

The Saleh Hair Foundation commits to all recipients on a LONG-TERM basis, allowing them to receive custom prostheses every 2 years. Because of these extended promises, our current financial obligation is many multiples of our annual expenses. While the number does not meet the current financial obligation to our women and children, our goal is to fulfill our promise of support.



EVENT REGISTRATION FORM

ALL SECTIONS MUST BE COMPLETE AND LEGIBLE WITH DRAFT PUBLICITY ATTACHED BEFORE PERMISSION TO USE THE SALEH HAIR FOUNDATION NAME AND LOGO CAN BE PROVIDED. IF YOU DO NOT RECEIVE APPROVAL WITHIN 1 WEEK PLEASE CONTACT VOLUNTEER@SALEHHAIRFOUNDATION.ORG.

Today's Date: _____

Date of Event: _____ Name of Event: _____

Event organizer: _____

Parent Sponsor: _____

E-mail: _____

Phone #: _____ Fax: _____

Address: _____ Apt: _____

City, State: _____ Zip: _____

Location of event: _____

E-mail: _____

Address: _____

City, State: _____ Zip: _____

Will your event be collecting Hair Donations? YES NO

- Send all hair donations to Saleh Hair Foundation.
- Send a completed Hair Donation Form for each donor who wants acknowledgment.
- Be sure that all donations comply with Hair Donation Guidelines.
- Please include additional details regarding hair collection plans on a separate sheet email them to us.

Will your event be collecting Financial Contributions? YES NO

- Send 100% of all donations collected to **Saleh Hair Foundation**.
- Include a completed Financial Contribution Form for each donor who wants acknowledgment.
- Checks should be made payable to Locks of Love and sent promptly so that they can be deposited within 3 months.
- Send a money order or cashiers check made out to **Saleh Hair Foundation** to cover cash donations collected.
- Please include additional details regarding financial collection plans on a separate sheet and send with this registration form.

Publicity?

- Flyers: Please attach draft for review and approval
- Press Release: Please attach draft for review and approval.
- Media: Please list all TV, radio, and news coverage that you expect.

SIGNATURE(parent or sponsor if organizer is a minor): _____



PRESS RELEASE

FOR IMMEDIATE RELEASE

CONTACT NAME: _____ PHONE # _____

LOCAL GROUP EFFORTS BEN HIT LOCKS OF LOVE

WHO: _____ WHAT: _____

WHERE: _____ WHEN: _____

EVENT DETAILS: _____

This event will benefit Saleh Hair Foundation, a public non-profit organization that provides vacuum fitted hairpieces to financially disadvantaged children suffering from long-term medical hair loss from any diagnosis. They meet a unique need for children by using donated human hair to create the highest quality hair prosthetics.

Most of the children help by *Saleh Hair Foundation* have lost their hair due to a medical condition called alopecia areata, which has no known cause or cure. Others have suffered severe burns or injuries or endured radiation treatment to the brain stem or other dermatological conditions that result in permanent hair loss. The vacuum fit is designed for children who have experienced a total loss of scalp hair and does not require the use of tape or glue. The prosthesis they provide help to restore self-esteem and confidence, enabling these children to face the world and their peers.

The organization, which began operation in 2009 provides the prosthesis to **children and women under age 40**. These hairpieces require between **6-10 ponytails** and take approximately **4-6 months to manufacture**. Thousands of bundles of donated hair arrive as a result of the national publicity that *Saleh Hair Foundation* receives in newspapers, magazine, and television programs. It is estimated that children comprise over 80% of the donors, making this a charity where children have an opportunity to help children.

Donated hair is evaluated for its usefulness according to the following guidelines:

- **It must be at least 10", clean and dry.**
- **It must be bundles in a ponytail or a braid.**
- **Bleached hair cannot be used.**
- **Hair that has been dyed or permed can be used.**

Monetary donations to Saleh Hair Foundation are tax deductible.

For more information, please email the Events Coordinator at volunteer@salehairfoundation.org

PO Box 1682, Cheektowaga, NY, 14225 PHONE +1-800-949-9028



MEDIA TIPS

TIPS FOR GETTING THE MEDIA INVOLVED IN YOUR EVENT. PLEASE SEND ALL PRESS RELEASE TO SALEH HAIR FOUNDATION FOR APPROVAL VIA EMAIL TO VOLUNTEER@SALEHHAIRFOUNDATION.ORG

PRE-EVENT TO DO:

- Complete a Pre-Event Press Release.
- Send Pre-Event Press Release to *Saleh Hair Foundation* for approval
- Contact Local TV, Radio and/or Newspapers
- Check for correct media contact information
- Send approved Pre-Event Press Release to media contacts
- Call and confirm Pre-Event Press Release was received
- Follow up a couple of days prior to remind them about the event

POST-EVENT TO DO:

- Complete a Post-Event Press Release
- Send Post-Event Press Release to *Saleh Hair Foundation* for approval
- Include in Post-Event Press Release "Fun Facts":

(Choose exciting pictures of event participants)

- Longest Ponytail collected
- Total Inches/ Feet collected
- Amount of money raised
- Quotes from donors
- Pictures of event participants
- Youngest person to donate

- Remember to ask permission to use names and pictures of individuals included in your Post-Event Release

Send approved Post-Event Press Release to media contacts

PLEASE NOTE:

Saleh Hair Foundation only has one office located in Cheektowaga, NY,. For this reason, representative are not available to attend events. Our Communications Director would be happy to provide further assistance with the media (i.e, interviews, quotes) via email or telephone at the number listed below.

PO Box 1682, Cheektowaga, NY, 14225 PHONE +1-800-949-9028



POST EVENT REPORT

ONCE YOUR EVENT IS CONCLUDED, PLEASE COMPLETE AND INCLUDE THIS FORM WITH YOU PONYTAIL(S) AND FINANCIAL DONATION(S) TO RECEIVE A CERTIFICATE OF APPRECIATION FOR YOUR SALON/EVENT.

Today's Date: _____

CONTACT INFORMATION

EVENT/SALON COORDINATION: _____

ADDRESS: _____

PHONE: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

FAX: _____

SALON/EVENT INFORMATION

EVENT/SALON NAME: _____

PHONE: _____

ADDRESS/LOCATION: _____

PHONE: _____

CITY/STATE/ZIP: _____

FAX: _____

DONATION INFORMATION

PONYTAIL COLLECTED: _____

TOTAL RAISED: _____

FINANCIAL DONORS YES

NO

POST EVENT NOTES

The Saleh Hair Foundation commits to all recipients on a LONG-TERM basis, allowing them to receive custom prostheses every 2 years. Because of these extended promises, our current financial obligation is many multiples of our annual expenses. While the number does not meet the current financial obligation to our women and children, our goal is to fulfill our promise of support.

- Please complete and send in all Donation forms so we can thank each donor.
- Please do not attach forms to donations. Simply include them in your package along with this report and any financial contributions which you have collected.