

PensaCAN 2024

Demolish Hunger, Design Hope

Physical & Digital Builds - Judging and Award Guidelines

ONLINE - SPONSORSHIP/PAYMENT/TEAM DONATION ALLOCATION EXAMPLES

To make an online donation in support of a build team or a sponsorship payment, please go to www.mannahelps.org/donate/money and click the "Donate TODAY!" button. (Paying the processing fee is always appreciated!) Checks may be made payable to: Manna, 3030 North E Street, Pensacola, FL 32501.

Be sure to:

1. Enter the total dollar amount you wish to donate to the event. **Allocation of different donation amounts to different team(s) can be made in the note boxes as mentioned below in #3 and #4.** See below for sponsorship levels with benefits.
 - a. **\$1,000+:** Composite Sponsor – Provides 600+ meals for neighbors in need
 - i. Logo on Event Signage (on display at Cordova Mall for full week)
 - ii. Logo on Manna and AIA Social Media (more than 8,900 combined followers!)
 - iii. Logo in Manna and AIA E-newsletters
 - iv. Logo on Manna Event Webpage and AIA Event Calendar
 - v. Logo at Awards Ceremony Presentation
 - vi. Name included in pre- and post-event Press Release
 - b. **\$800:** Corinthian Sponsor – Provides 480 meals for neighbors in need.
 - i. Name on Event Signage
 - ii. Logo in Manna and AIA E-newsletters
 - iii. Recognition on Manna Social Media
 - iv. Logo on Manna Event Webpage and AIA Event Calendar
 - v. Mention at Awards Ceremony
 - c. **\$600:** Ionic Sponsor – Provides 360 meals for neighbors in need.
 - i. Name on Event Signage
 - ii. Listed in Manna and AIA E-newsletters
 - iii. Recognition on Manna Social Media
 - iv. Name on Manna Event Webpage
 - d. **\$400:** Doric Sponsor – Provides 240 meals for neighbors in need.
 - i. Name on Event Signage
 - ii. Listed in Manna and AIA E-newsletters
 - iii. Name on Manna Event Webpage
 - e. **\$200:** Tuscan Sponsor – Provides 120 meals for neighbors in need.
 - i. Name on Event Signage
 - ii. Name on Manna Event Webpage
 - f. **Less Than \$200:** Provides meals for neighbors in need.
 - i. No sponsorship level.
2. Check the "Make this donation in honor of someone" box.
3. Then, enter the name of the PensaCAN build team you wish to support, or you could choose to split among different teams of your choosing. See below examples.
 - a. Example: PensaCAN Build Team mentioned below.
 - b. Example: Split donation evenly among teams listed below.
 - c. Example: Distribute different donation amounts to the specific teams as listed below.

PensaCAN 2024

Demolish Hunger, Design Hope

Physical & Digital Builds - Judging and Award Guidelines

4. Enter any other relevant details in the “Name and Address...” field per examples below. **Please remember to include the company or individuals name you are donating on behalf of for this event.**
 - a. Example: Donate to PensaCAN Build Team [insert company name A here] on behalf of [insert donating company or individuals name here].
 - b. Example: Split donation evenly among [Architectural, or non-Architectural, or All] teams on behalf of [insert donating company or individuals name here].
 - c. Example: Distribute total donation of [\$800] as [\$400] to team [insert company A name here], [\$300] to team [insert company B name here], and [\$100] to team [insert company C name here] on behalf of [insert donating company or individuals name here].

5. See the below instructions on filling out team sponsorship and support.

WRITTEN CHECK/SPONSOR FORM - SPONSORSHIP/PAYMENT/TEAM DONATION ALLOCATION EXAMPLES

To make a written check/form donation in support of a build team or a sponsorship payment.

- a. Check to Manna on behalf of the build team for Manna to deliver cans to build site.
- a. Make check out to Manna.
- b. Note on check and sponsor form which build teams and the donation allocation amount for the team(s) you are sponsoring.
- b. Check to Build Team to purchase cans from grocer of there choosing and to deliver to the build site.
- c. Make check(s) out to the build team(s) (company) you would like to support so they can purchase cans directly. Manna will collect the cans after the event is over to distribute to families in need.
- d. Note on check which build teams and the donation allocation amount for the team(s) you are sponsoring.
- e. Note on sponsor form the total given to all teams, to which build teams donations were made and the donation allocation amount for the team(s) you are sponsoring. Turn form into build team captain to send to Manna to coordinate sponsorship levels and benefits listing.

PensaCAN 2024

Demolish Hunger, Design Hope

Physical & Digital Builds - Judging and Award Guidelines

PensaCAN Sponsors

Below are some of the event listing guidelines for sponsors.

- a. The PensaCAN Event will not list the amounts provided by the Sponsors.
- b. Based on the value of the sponsorship dictates if each Sponsor is listed by name or by logo.
- c. The PensaCAN committee that is formed by AIA Northwest Florida is responsible for making changes to the sponsorship structure based on future food costs and event needs. The chair of this committee will establish the agenda.
- d. PensaCAN Event Signage (pictured below), there are no tiers shown on display boards. If a sponsor donates between \$200 and \$800, all that will be displayed on the presentation board is their name (as pictured below). If the sponsor donated \$1,000, we would use their logo, as promised in the sponsorship tiers.

PensaCan 2022
Demolish Hunger, Design Hope

Team
Goodwyn Mills Cawood

Title of Structure
Wishing to End Hunger

Number of Food Items
1,444

Sponsored By

Berube Leonard LLC	HG Engineers
Ruby Engineering	Tarkett
W3 Engineering	

Presented By *Hosted By* *Benefitting* *Printed By*

--	--	--	--

PensaCAN 2024

Demolish Hunger, Design Hope

Physical & Digital Builds - Judging and Award Guidelines

ONLINE – SPONSORSHIP EXAMPLE & DIRECTIONS

Donate Today!

Manna and the hungry children, seniors and families we serve need your support now more than ever before.

Over the past two years, Manna has experienced increased need and decreased food donations. Please consider making a contribution that is meaningful to you to support our neighbors in need in Escambia and Santa Rosa counties. Please join us in the fight against hunger.

Donate TODAY! Click Here

\$50 Feed a Child for 10 Days	\$75 Help a Senior for 15 Days	\$150 Feed a Veteran for a Month	\$250 Provide 150 Meals to Our Neighbors	\$ Choose Your Contribution
----------------------------------	-----------------------------------	-------------------------------------	---	--------------------------------

Make this donation in honor of someone.

In Honor Of

Name and Address of where you would like the "In Honor Of" card sent.

Make this donation in memory of someone.

Make this a monthly donation.

Name as it appears on your debit/credit card

Email address

Confirm email address

Phone number

Address

City

State

Zip

Next

NOTE #1 - ENTER TOTAL DONATION AMOUNT TO CORRESPOND TO SPONSORSHIP LEVELS OFFERED OR ANOTHER AMOUNT..

NOTE #3 - ENTER IF THE DONATION IS GOING TOWARDS AN INDIVIDUAL TEAM, SPLIT EQUAL AMONG DESIGNATED TEAMS OR DIFFERENT AMOUNTS WILL BE ALLOCATED AMONG INDIVIDUAL TEAMS BUILD.

NOTE #4 - ENTER WHICH TEAMS AND THE DESIGNATED DONATION TO BE ALLOCATED TO EACH TEAMS BUILD.

NOTE #2 - CHECK THE "MAKE THIS DONATION IN HONOR OF SOMEONE" BOX.

NOTE #5 - FILL OUT OTHER INFO AS NEEDED.

As a 501(c)(3) non-profit organization, all donations to Manna are tax deductible to the fullest extent allowed by law.

*FOR EXAMPLES, SEE PREVIOUS PAGE.