



## Internal Fan Drive Instructions

Thank you for volunteering to organize an internal fan drive. Below are a few instructions and suggestions to help your drive run smoothly.

- Join us for our second annual **Team Captain Kick-off Event on May 7<sup>th</sup>** at Threadgill's North from 5:30-7:00pm! You and your Team Members can pick up t-shirts, meet other Team Captains and share ideas while you pick up your Summer Fan Drive packets and enjoy the festivities.
- Plan at least two weeks for your drive. You want to give enough time for all of your employees to participate.
- Organize a staff meeting where your co-workers or group members can learn more about the 2009 Fan Drive and about Family Eldercare. One of our staff would be happy to send you information or even speak at your meeting.
- Inform your employees they can donate funds or a new fan; 20" box fans or 14" or above oscillating fans. On-line donations can be made at [www.familyeldercare.org](http://www.familyeldercare.org). All donations are used to purchase fans, air conditioners and provide other critically needed services.
- A flyer template is attached for you to post at your place of work or organization. This is also on our website.
- Celebrate your Success!! Drop off your fans or funds at **107.1 KGSR's Fan Fare Friday**, June 26<sup>th</sup> and enjoy a day of music and fun with KGSR and KXAN broadcasting live all day! The event is hosted at Threadgill's downtown location. This will provide a great opportunity to showcase your efforts in a public setting. If you are not able to join us on Fan Fare Friday, call to schedule an alternate drop off date. You can also donate on-line at [www.familyeldercare.org](http://www.familyeldercare.org)



**Family Eldercare**

2210 Hancock Drive • Austin, TX 78756  
Phone (512) 483-3557 • Fax: (512) 459-6436

**Family Eldercare's**



19<sup>th</sup> Annual  
**SUMMER FAN DRIVE**

*Keep Central Texas Cool*

**(Organization's Name) will be helping KEEP CENRAL TEXAS COOL by holding a FAN DRIVE at (Name of Location)**

**Donate Fans or Funds**

Fans: New fans; 20" box fans or 14" and above oscillating fans

Funds: A donation of \$30 will provide 2 fans to an individual or family in need. All donations are used to purchase fans, air conditioners and provide other critically needed services.

**Bring your fans and funds to (PERSON/PLACE) on (ENTER DATE) between (ENTER TIME)**

Donated fans are given to low-income elderly, families with children, and frail neighbors who need our help to beat the summer's heat. Family Eldercare provides essential services for elders, adults with disabilities and those who care for them.

**Call 459-4FAN for more information**

Family Eldercare, 2210 Hancock Drive, Austin, TX 78756 [www.familyeldercare.org](http://www.familyeldercare.org)



**AUSTIN NEWS**  
kxan.com



Family Eldercare's



19<sup>th</sup> Annual  
**SUMMER FAN DRIVE**  
*Keep Central Texas Cool*

## Frequently Asked Questions

FEC = Family Eldercare

**1) How long has FEC conducted the Summer Fan Drive?**

The first Summer Fan Drive was nineteen years ago in 1990. The 2009 Fan Drive is the 19<sup>th</sup> Annual Summer Fan Drive.

**2) How many fans did FEC distribute in 2008 and to how many families?**

Family Eldercare and our Partner Organizations distributed more than 9,500 fans and 113 air conditioners to more than 4,500 households. Fans are distributed to low-income older adults, people with disabilities and families with children.

**3) What about distribution of air conditioners?**

Air conditioners are available on a limited basis to those with serious medical conditions.

**4) What is our service delivery area for distribution?**

5) Currently, FEC distributes fans through distribution sites to people living in Travis, Austin, Bastrop, Blanco, Burnet, Caldwell, Colorado, Fayette, Hays, Lee, and Williamson counties. Agencies, religious congregations, or other organizations in these and surrounding counties that wish to become a distribution site should call 483-3557.

**6) When will the 2009 Summer Fan Drive kickoff and when will it end?**

The Fan Drive will officially kick off on Monday, June 1, and will extend throughout August 31. Fans are available through September, depending on the temperatures.

**7) If someone needs a fan, what is the process the person should follow to receive a fan?**

The person should call the Fan Drive telephone number at 459-4FAN and leave their information on the voice mail if the Fan Drive Coordinator is not available. Fan requests at Family Eldercare are taken Monday through Friday between the hours of 9 AM and 1 PM. Requests received after 1 PM will be processed for the next working day. However, if a person comes to the office after 1 PM Family Eldercare staff will make all efforts to assist the person in need. All who make a request for a fan should be referred to the closest distribution site, especially those who need the fan delivered to their home. Individuals requesting a fan must bring a photo ID and proof of income, please contact the Fan Drive Coordinator if you have questions about documentation.

**Eligibility:** Elderly person (55 years of age and older), Disabled adult (person over 18 years of age receiving disability benefits), Families with children. Income should be at 200% of the Federal Poverty Guidelines or less. Assets should be under \$25,000.

- 8) Does Family Eldercare have a limit on the number of fans it can give a person or family?**  
The number of fans a person or family receives is determined on a case-by-case basis. It is determined by number in household, number of rooms in household, with a maximum of 6 fans per household.
- 9) If someone needs an air conditioner, what is the process the person should follow?**  
The client must be referred from another social services agency or organization. In addition to meeting the financial eligibility guidelines of the fan drive, air conditioner recipients must be a frail elderly person or document a medical need that warrants a cool, air-conditioned room. Documentation of the medical need must be provided and must be current within the past three months.
- 10) Is there a limit to how many air conditioners a household may receive?**  
Generally, one window unit will be provided to keep a room in the home cool. Exceptions may be made in extenuating circumstances (lack of mobility or severity of condition of recipient).
- 11) What opportunities exist for someone to be involved in the Fan Drive?**  
There are many excellent opportunities for both individuals and groups of people to participate in the 2009 Summer Fan Drive. People can collect donations of money and/or fans, pick up and deliver fans, install air conditioner units, or lend administrative support in the FEC office.
- 12) If someone wants to volunteer for the Fan Drive, whom should they call?**  
Faith Unger at 483-3582.
- 13) How can I donate to the Summer Fan Drive?**  
All checks should be made payable to: Family Eldercare, 2210 Hancock Dr., Austin, TX 78756. Donations can be made online also at [www.familyeldercare.org](http://www.familyeldercare.org). Credit card donations are also accepted (MasterCard, Visa and American Express). According to IRS regulations, all donations are tax-deductible to the extent allowed by law.
- 14) How much does it cost FEC to purchase one box fan? What if someone wants to donate a fan?**  
FEC purchases its fans in bulk. Two box fans usually cost \$30. The agency can provide a receipt for tax deductions.
- 15) What and when is KGSR's Fan Fare Friday?**  
KGSR's Fan Fare Friday will be Friday, June 26<sup>th</sup> at Threadgill's World Headquarters, 301 W. Riverside Drive. Sponsored by 107.1 KGSR Radio, they will broadcast live outside Threadgill's from 7:00 a.m. to 7:00 p.m., inviting the public to drop off fans or funds for the fan drive. Fan Fare Friday includes music (a new band plays every hour) along with door prize registration, T-shirts, CD's, etc.



Family Eldercare's



# Internal Fan Drive Confirmation Form

19<sup>th</sup> Annual  
**SUMMER FAN DRIVE**  
*Keep Central Texas Cool*

- YES! Count us in for Family Eldercare's 19<sup>th</sup> Annual Summer Fan Drive.
- YES! Count on us to attend the **Team Captain Kick-off Event on May 7<sup>th</sup>** from 5:30-7:00pm at the Threadgill's North location.
- Sorry, we are unable to participate this year. Please keep us in mind for next year.

Company/Organization Name: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Team members at location \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of our Internal Fan Drive: \_\_\_\_\_

Projected Donation Day:  June 26<sup>th</sup>, Fan Fare Friday  other date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Please mail, fax or email this form to the Summer Fan Drive Coordinator by May 1<sup>st</sup>.

Krystal Wilson  
Family Eldercare  
kwilson@familyeldercare.org

Office: (512) 483-3557 • Hotline: (512) 459-4FAN • Fax (512) 459-6436  
2210 Hancock Dr., Austin, TX 78756

[www.familyeldercare.org](http://www.familyeldercare.org)



# Family Eldercare's Summer Fan Drive

## Team Captain Ideas

**Use these helpful tips and ideas from some of our partners to make your fan drive a success!**

- Send out emails or make posters for staff and members to let them know you are raising new fans and funds for low-income individuals and families who do not have air conditioning or can't afford the electricity to run the units during the intense summer heat.
- Make a donation jar to place in your lobby. Include Fan Drive information so that people know what the donations are for!
- Put fans out around your office to encourage conversations with clients, supervisors, or people from other departments. When people ask "What's with the fans?" you'll have a chance to ask them to help!
- If you are having a birthday party, ask guests to make a donation to the fan drive instead of bringing gifts.
- Have a poker, bunko or bingo night to raise funds for the fan drive.
- Place a table or tent in the parking lot or store front of a retailer who sells fans. Encourage shoppers to make a donation or purchase a fan while inside and donate it on their way out to those in need. (Make sure to request permission from business before setting up at their location)
- Have a contest to see who can raise the most fans and/or funds, employers can offer a vacation day as a prize or have a tangible gift.
- Have your team organize a bake sale or taco sale to raise fans or funds.
- Organize a company or group barbeque at a park or at your place of work. Attendees can purchase tickets for games; dunking booth, pie throwing contest, closest to the pin, etc.
- Offer raffle tickets for each fan donation or equal monetary donation. Raffle tickets will enter the individual in a contest for a prize.
- Encourage your executives or board members to pass around a hat/bowl to collect donations at a meeting. Some executives will match donations.
- If you are participating in a fan drive at work, talk to neighbors and friends about the cause, there is no reason they can't participate too!
- Have a block party, ask everyone attending to bring a new fan or donation.
- Ask your church if they could encourage the congregation to donate a new fan one week.
- Stack the fans where people can see them, not only is this encouraging to those participating, but it is a great conversation piece!
- Incorporate a plea for new fans or funds into your normal course of business; a staff meeting, client meeting, board meeting or press conference.

