

Title: Purchase Promotional Outreach Items	Item No. _____
Meeting date:	
Agendized by: Paula Gerez	
Contact person: Paula Gerez	Phone number:
Committee Vote (if appropriate):	
Does this item have a fiscal impact on the Neighborhood Council? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Additional documents attached? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

RECOMMENDATION:

NCWP purchase 31 Board Member Shirts for personal use during Outreach Events, 31 Board personalized name tags for use during meetings and Outreach Events, and the purchase of promotional materials for Outreach. Examples of previously purchased items include, but not limited to letter openers, Thermo-O Insulated Grocery Bags, Barrel Light with Clip, Pens, etc. It is also recommended if you do not plan to participate in “in person” events, you may opt out of the shirt and badge purchase. All items will be branded with our NCWP Logo, and give-away items will include our website

BACKGROUND:

As we immerge from COVID lockdowns and in person restrictions it is time to resume our Outreach to increase awareness for the NCWP and be front and center at upcoming community events and we will need promotional items to hand out.

DISCUSSION:

None

FISCAL ANALYSIS:

Up to \$7,000

Budget/Estimate breakdown are as follows:
 \$1000 plus taxes and shipping for the shirts
 \$ 400 plus taxes and shipping for the nametags
 \$4000 plus taxes and shipping for promotional items
 \$ 500 for Set-up Charges for Branding

ATTACHMENTS:

None

MOTION:

That the Neighborhood Council:

Motion to authorize the purchase of Outreach promotional items and up to 31 Board Member shirts and 31 nametags, not to exceed \$7000.