

INSTRUCTIONS FOR GIFT BASKET MAKERS

1. The gift baskets need to be **completed by and delivered to the Southwick library by November 5.** They will be on display at Town Hall during the election on November 6 and at the library from November 7 to December 7. The drawing will be held at 10:00 on December 8.
2. Bring the completed baskets to the library and give them to either Anne Murray [Director] or one of the library staff any time before November 5.
3. Hold out any certificates and give them to Anne or the staff to hold aside. However, do indicate in the basket that there is a certificate, what it is for and how much.
4. Complete the **Gift Basket Raffle List of Contents** form and give it to either Anne or one of the staff when you drop off your basket.
5. A reference sheet listing the basket contents will be created for each basket. The sheet will be available at the front desk for the ticket buyers.
6. For those who want or need it, a **receipt for your tax-deductible contribution** for your tax records is included in this packet. Complete it and ask the library Director, Anne Murray, or one of the staff to sign it.
7. If you need some inspiration, here is a list of baskets done in other venues:
 - a. *"Think Green/Energy Saving"*
 - b. *"Quilt in a Basket"*
 - c. *"Welcome New Baby"*
 - d. *"Puzzles, Puzzles, Puzzles!"*
 - e. *"Seasonal Gift Basket"*
 - f. *"Spa Fun!"*
 - g. *"Staying Warm"*
 - h. *'A Golfing We Will Go'*
 - i. *"Cooking with Kids"*
 - j. *"Viva Italia"*
 - k. *"Dinner for Two"*

Thank you for your contribution!

**Friends of the Southwick Public Library
PO Box 727
Southwick, MA 01077**

DATE: _____

DONOR NAME: _____

EVENT: Friends of the Southwick Public Library 2012 Holiday Basket Raffle

ITEM DONATED: _____

VALUE: \$ _____

RECEIVED BY: _____

Thank you for your contribution for our Holiday Gift Basket Raffle. The Friends are grateful to count you among the donors who support our work of helping the Southwick Public Library.

This acknowledgement will serve as a receipt for your tax-deductible contribution.

The Friends of the Southwick Public Library is a 501(C)3 organization
Tax ID: 04-3224396