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GUIDELINES FOR HOLIDAY BASKETS

1. Decide on a theme. Some examples of themes people have chosen in the past are:

Think Green/Energy Savings
Welcome New Baby
Seasonal Gift Basket
Staying Warm
Cooking with Kids

Quilt in a Basket
For Your Eyes Only
Spa Fun
A-Golfing We Will Go
Viva Italia

2. Purchase or make the items you'll include in the basket.
3. Purchase your basket and supplies. The basket shape or size is your choice. Supplies, such as imitation straw or grass, cellophane to wrap the basket and bows, can be found at craft stores or at general merchandise stores such as the Christmas Tree Shop, the Dollar Store, etc.
4. Arrange the items in your basket so that each one is clearly visible.
5. Wrap your entire basket in cellophane and secure with a bow or other decoration. This will keep your basket dust free and intact during display in the library.
6. Print and fill out the attached **Basket Raffle List of Contents** and include it with your basket. Be sure to list any gift card or certificate that is in the basket. Give the basket to one of the library staff. The staff will use this list to prepare an itemized Master Reference List. This list will be available at the front desk for ticket buyers to review.
7. If you plan to deduct these expenditures on your **income tax return**, keep a record of the cost and description of everything you purchased for your holiday basket. Print and complete the attached **Donation Receipt** and ask the library staff accepting your basket to sign the receipt.
8. Bring your completed basket to the Library by **Saturday, November 12**. Baskets will be on display in the Library from Monday, November 14, through Saturday, December 17. **The raffle will be held at noon, Saturday, December 17, at the Library's Circulation Desk.**

Questions?

Give Marcia Capuano, President of the Friends, a call at (413) 306-7152 or email at mecapu@comcast.net

**Friends of the Agawam Public Library
P.O. Box 478,
Feeding Hills, MA 01030-0478**

Telephone: 4 1 3 7 8 9 - 1 5 5 0

DATE: _____

DONOR NAME: _____

EVENT: Friends of the Agawam Public Library 2022 Annual Holiday Basket Raffle

ITEM DONATED: _____

VALUE: \$ _____

RECEIVED BY: _____

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

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

The Friends of the Agawam Public Library is a 501(C)3 organization
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