



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 such as A. C. Moore or Michael's, 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.

If your items include a gift card or certificate: Do not put these in the basket. Instead, put a note or card in the basket indicating what the gift card or certificate is for, where to use it, and its dollar value. When you bring your basket to the Library, give the gift card or certificate to the librarian accepting your basket; the card or certificate will be held separately until the day of the raffle and given to the winner of your basket when he or she comes to claim it.

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. Fill out the **Basket Raffle List of Contents** and give it to the librarian you leave your basket with. Be sure to list any gift card or certificate that is in the basket. The librarians 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. Keep a record of the cost and description of everything you purchase for your holiday basket if you plan to deduct these expenditures on your **income tax return**. Complete the **donation receipt**, if you plan to use it, and ask the librarian accepting your basket to sign the receipt.
8. Bring your completed basket to the Library by Saturday, November 11. Baskets will be on display in the Library from Monday, November 14, through Saturday, December 10. **The raffle will be held at noon, Saturday, December 10, at the Library's Circulation Desk.**

Questions? Give Marcia Capuano, President of the Friends, a call at (413) 786-5506.

Thank you for your contribution!

**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 2015 Annual Holiday Basket Raffle

ITEM DONATED: _____

VALUE: \$ _____

RECEIVED BY: _____

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