



Annual Big Bike Bash Donations - 2007

GIFT CERTIFICATE DONATION INSTRUCTIONS

P.O. Box 1115
Fairfax, CA 94978
voice (415) 456-3469
fax (415) 456-9344
www.marinbike.org

Thank you for your interest in making a donation to the Marin County Bicycle Coalition's Big Bike Bash Fundraiser.

What works best for MCBC regarding donations of a service (rather than a physical product), is for the donor to develop a gift certificate with exactly what is being offered. There are pre-designed blank certificates at many stationery stores, or just develop some simple thing on a computer.

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Safe Routes Teacher

Good things to include are:

- 1) Your name
- 2) Your business name and address
- 3) Your contact information (phone, mailing address, email - whatever is relevant for you)
- 4) The exact item(s) you are donating
- 5) The retail value of your donation
- 6) An expiration date (if relevant)
- 7) The more graphically interesting your certificate, the more notice it will get at the auction!
- 8) Attach a business card as well – this way the recipient can retain your contact info for future reference and recommend you to friends.

The gift certificate should be mailed by November 2, 2007 to:

Jo Ann Richards, Big Bike Bash Coordinator
Marin County Bicycle Coalition
P.O. Box 1115
Fairfax, CA 94978

Thanking our donors:

All donors will receive a mailed thank you letter in December to use as a tax deduction receipt. Hand-written tax deduction receipts are available immediately to act as a reminder for donors, if requested with the mailed certificate.

Need help?

Contact Jo Ann Richards, MCBC Big Bike Bash Coordinator, at:
415-456-3469 x7# or joann@marinbike.org.