

CALLING PREVIOUS DONORS (i.e. How to Sound Informed!)

Start with the Basics:

Hi! This is _____ with the Marin County Bicycle Coalition.

I am calling because we sent you a donation request for the **Silent Auction** at our **Bikers Ball**. Our records show that you gave last year and I am wondering if we can get your support again this year?

IF YES:

Write down the details of their donation idea on the tax deduction form:

- ✓ What is **the donated item**?
- ✓ What is the item's **retail value**?
- ✓ When can a volunteer pick it up?
- ✓ Verify their **mailing address and phone number** (for the tax deduction form)
- ✓ OR provide our mailing address for them to mail their donation:

Jo Ann Richards, Activities Coordinator
Marin County Bicycle Coalition
733 Center Blvd.
Fairfax, CA 94930

IF YES and it's a GIFT CERTIFICATE:

Let me email you the information for developing and mailing MCBC a gift certificate.

Write down the details of their donation idea on the tax deduction form:

- ✓ What is **the donated service on the gift certificate**?
- ✓ What is the item's **retail value**?
- ✓ Verify their **mailing address and phone number** (for the tax deduction form)
- ✓ What is your **email address** so I can send you these guidelines?

WHEN and WHERE is the Bikers Ball?

- Saturday, November 14, 2009; 7-12 PM
- Servino Ristorante, 9 Main St., Tiburon

WHAT is the Bikers Ball?

- It's the Marin County Bicycle Coalition's *annual gala*.
- **200 guests are expected to attend.**
- It is a fun, social night with the following elements:
 - Delicious appetizers
 - No-Host Bar
 - Live Music by GRAFFITTI
 - Silent and Live Auctions
 - Slide Show
- ***It's \$65 for MCBC members and \$75 for non-members.***

Need MORE Information??

- Check our website: www.marinbike.org
- Contact our Volunteer & Activities Coordinator, Jo Ann Richards, at 415-456-3469 x7# or joann@marinbike.org.