

Donations Solicitation Process

Purpose: To obtain, track and show gratitude for donations that we can raffle or use in silent auctions or raffles at one or more of our events in 2018-19

Process:

- Identify opportunities you are interested in pursuing
- Tell us what you plan to pursue at donations@scottsdalefest.org
- Prepare for your donation inquiry: send or bring **Request Letter, About SLA and Donation/Tax Receipt**
- Pursue donation--follow our script.
- Fill in Donation/Tax Receipt while at business location.
- Cut off bottom portion of Donation/Tax Receipt to give to SLA.
- Advise office of status of donation request.
 - If rejection, email business name and any relevant info about why they refused or if they said not now, we can follow up.
 - If success (congrats!), send bottom portion of Donation/Tax receipt to office. (Take photo with phone & email, send via mail or bring in person)
- Receive or pick up donation or advise if pick up needed.
- Deliver donation to SLA office or bring to meeting.
- Follow up with thank you - send note, advise office so master tracker can be updated.

Documents:

1. **Request Letter ***
2. **About the SLA ***
3. **Donation/Tax Receipt**

* printed double sided



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