

CLOVIS EAST INSTRUMENTAL MUSIC

Fall 2018 Donation Campaign

_____ **Full Membership Donation.** We will donate the full requested student member amount of \$425 in one up-front sum by the suggested date of Friday, September 28th. Please submit a check for the full amount payable to 'Timberwolves Foundation', a cash donation, or make a credit/debit card payment in the band office with a director. (See instructions for making a payment on the back of this form). Post-Dated checks accepted! If not donating by 9/28, please tell us which month you plan to donate \$425: _____

_____ **Full Membership Donation via 3 Monthly Submission.** We will donate the full requested \$425 in three monthly submissions, one by Friday, September 28th, Friday October 26th, and Friday November 15th. We strongly suggest submitting post-dated checks all at once, in order for us to receive donations in a timely manner. Please submit a check for the full amount payable to 'Timberwolves Foundation', a cash donation, or make a credit/debit card payment in the band office with a director. (See instructions for making a payment on the back of this form). Post-Dated checks accepted!

1st Monthly Donation will be received by Friday, September 28th for \$140.

2nd Monthly Donation will be received by Friday, October 26th for \$140.

3rd Monthly Donation will be received by Friday, November 16th for \$145.

_____ **Financial Assistance Requested.** We will donate \$_____ of the suggested Membership Donation either in one donation by Friday September 28th, or in monthly payments via the above requested dates. We request financial assistance for the remaining balance. **Because the music program will be assisting me with the remainder of my membership fee, I will actively participate in fundraising to help offset the additional cost the music program is incurring.** Please submit check or cash for the amount above payable to 'Timberwolves Foundation' to the band room office by the due date, or make a credit/debit card payment in the band office with a director. (See instructions for making a payment on the previous page/back of this form).

_____ **Additional Donation.** We would like to donate \$_____ in addition to the suggested Membership Donation in order to assist those in need. (Please include this amount in your check/cash or the amount you pay with your credit card. Thank you for your generosity!)

All donations are tax deductible and we are more than happy to provide a letter for your records to thank you for your support!

All donation dates can be altered, the above are just suggestions. Please discuss any needed changes with a director!

Donation Information

We will use the following form of donation (check one): _____ Credit/Debit _____ Check/Cash

Who is making this donation? We request this information so we can contact you if we have a question about your contribution.

Student Name: _____ **Donor's**

Name: _____

Phone #: _____

E-Mail: _____

Relationship to Student: _____

For Office Use Only:

Date Submitted: ____/____/____

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Student Membership Donation Instructions

To Make Credit/Debit Card Donations:

1. Visit the band office and see a director.
2. Have credit/debit card ready, and we will use the school app for donating to Timberwolves Foundation.
3. Enter your credit card information and donation amount into the app.
4. Email timberwolvesmusic@gmail.com to receive a receipt and verify that we have received payment.
5. Donations can also be made in the front office during school hours Monday thru Thursday with Karen Stokes, the financial secretary.

To Make Donations by Check:

1. Make check payable to Timberwolves Foundation. You are welcome to submit a post-dated check for the donation and we will deposit according to the date indicated.
2. ***Put the student's name in the memo line of the check***
3. Put the check in a sealed envelope clearly labeled with the student's name and what the check is for.
4. Submit the donation to the music room office by the suggested due date.
5. If you would like a receipt, please let us know and we are happy to provide a proof of donation.

To Make Donations by Cash:

1. Put the cash in a sealed envelope clearly labeled with the student's name and what the cash is for.
 2. Submit the donation to the music room office by the suggested due date.
 6. If you would like a receipt, please let us know and we are happy to provide a proof of donation.
- *Throughout the school year, please only submit donations to Music Directors; do not turn donations into coaches or substitutes.

INCENTIVES FOR DONATING:

\$425 - Wolf Pack: Name in all programs throughout the school year as a proud sponsor

\$426-500 - Timberwolf Den: Name in all programs throughout the school year as a proud sponsor, 2018 Show Shirt

(please indicate size below)

\$500 or more - The Director's Circle: Name in all programs throughout the school year as a proud sponsor, 2018 Show Shirt *(please indicate size below)*, two tickets to the 3rd Annual 'A Night to Remember'

2018 Show Shirt Size: YS XS S M L XL 2XL 3XL

Thank you for your support in the Clovis East Instrumental Music Program!

Please return this form to your music director by Friday, August 31st. Donations may be submitted after this date.