



Operation Donation

New York Band Tour 2011



Thank you for taking part in “Operation Donation.” This fundraiser has no product to deliver or sell. What ever is donated on your behalf will go directly into your New York trip account. The first payment is a deposit of \$200 due on March 10, 2010. The next payment is Sept. 10, 2010. Donations you receive prior to then, will be credited to your account and that payment.

What you need to do..

- 1] Attach the mailing labels to the BLUE envelope. This will ensure they get delivered to GHS. The envelopes are blue to assist the office staff in separating trip donations from the rest of the school mail.
- 2] Personalize the form letter with a short note at the bottom and write in the persons name receiving the letter. You can use the enclosed copy or download it from the band web site, gtownbands.com.
3. Place stamps on BOTH the blue and the white envelope.
- 4] Place the letter and the blue envelope inside the white envelope.
- 5] Address the white envelope and drop in a mailbox.
- 6] A fee of \$5.00 will be taken from your first donation to cover the cost of envelopes, labels, and other materials.
- 7] You may mail these out when you is best for you. Donations will be applied to your account as it is received. Donations received after the last payment is due, cannot be applied to the New York Band Tour 2011.

You may also want to follow up with an email or phone call to the people you mailed the letters.

Finally, please keep track of who you sent your letters. This will help us if we receive a check without any information as to who should receive the donation.

Good Luck with the fundraiser.

Operation Donation Letter Tracking.

This sheet is provided to help you keep track of who you have sent letters with "Operation Donation." It is provided for your convenience. Use it if you wish.

Letter #1 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
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Letter #2 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
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Letter #3 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
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Letter #4 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
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Letter #5 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
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Letter #6 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
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Letter #7 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
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Letter #8 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
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Letter #9 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
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Letter #10 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____

Letter #11 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____

Letter #12 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____

Letter #13 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____

Letter #14 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____

Letter #15 Sent to: _____ Address: _____ _____ Date Mailed: _____ Amount Donated: _____
