

**MAYOR AND COUNCIL MEMBERS**

Remonta Enoch, MAYOR  
Carissa Graves, MAYOR PRO-TEM  
Theodore Howard, COUNCIL MEMBER  
Richard Woods, COUNCIL MEMBER  
Michael Trollinger, COUNCIL MEMBER



**OFFICE OF THE TOWN ADMINISTRATOR**

Michael Douglas, MPA, TOWN ADMINISTRATOR  
Sandra McCallum, TOWN CLERK  
Marissa West, TOWN ATTORNEY

Dear Sir or Madam:

We are writing to request a donation for the **Town of Green Level's annual Back-to-School/ Community Fun Day**. We are in need of school backpacks, school supplies/materials and raffle prize donations. This event will be held on Saturday, **August 12, 2017**. This highly anticipated and well-attended event of approximately 400 people brings our families of the community together in a fashion of fun, fellowship and activities for our Town. There will be musical entertainment, games, face-painting, local food and raffle prize drawings, which are a few of the many activities planned for our annual Community Fun Day. We are also having a Back-to-School Bash giveaway where we are accepting back to school items such and backpacks and school supplies/materials for students to receive so they will be prepared for school. As a participating business you are given the opportunity to increase your company awareness level as well as directly benefit the families of your local community and area. It is our hope that you would consider a donation. All donations are greatly appreciated and are tax deductible (Town of Green Level Tax Identification Number: 56-1716126). Your generosity would be acknowledged at the event and on our Facebook page and Town Website. If you are able to support us, please complete and return the enclosed form on the back. If you have any questions about any of the donations, feel free to contact me.

Sincerely,

**Jay Graves**

Jay Graves

Park and Recreation Specialist,

Green Level Park and Recreation

Phone: (336) 264-9147

E-mail: [jgraves@greenlevelnc.com](mailto:jgraves@greenlevelnc.com)

Tax ID Number: 56-1716126

## Town of Green Level Community Fun Day/ "Back To School Bash" 2017

Yes! I would like to support the Town of Green Level by contributing an item(s) for the  
Community Fun Day Raffle and/or Back to School Bash on August 12, 2017!

Please complete this form and attach to your donation.

Donor or Company Name (as you would like it to appear): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Solicited By: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Description of Items or Services Donated: \_\_\_\_\_

Estimated Value: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Restrictions, if any: \_\_\_\_\_

- Check One:
- Item or gift certificate is included with this form.
  - I will send or deliver item(s) to P.O Box 342, Mebane, NC
  - Please contact me (info above) to arrange for pick-up.
  - Please make a gift certificate for me. (Value & Expiration Date noted above.)
  - Back-to-school Donations

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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THANK YOU FOR BEING A COMMUNITY PARTNER FOR OUR  
Town of Green Level Community Fun Day: "Day in the Park"!

### Donor Receipt

Your donation will be included in the annual Raffle part of our Community Fun Day  
on August 12, 2017 to benefit and support Town of Green Level. We appreciate your  
generosity and continued support in making this event a HUGE SUCCESS for our community and town!

Donation: \_\_\_\_\_

Estimated Value: \_\_\_\_\_ Date: \_\_\_\_\_

Town of Green Level Tax ID Number: 56-1716126

The Town of Green Level is a 501(c)(3) tax exempt organization. Please keep this portion of this form to serve as written acknowledgement of your contribution and confirm that no goods or services were provided in exchange for your contribution. All proceeds benefit the Town of Green Level. Donations are tax-deductible as allowed by law.