

The Fowlerville District Library

Donate to Decorate Guidelines 2018

Theme: Favorite Book



Thank you for supporting the Fowlerville District Library. **Please sign up in person starting November 1, 2018 at the library during regular library business hours.** Sign up includes filling out the registration form below and providing payment. Check and cash accepted.

The tree must be paid for in advance and will be assigned from the library's available selection, based on size selected. Once a tree is designated, trimming can begin as early as Friday, November 16, 2018 during library hours and must be completed by the end of library business hours on Friday, November 30, 2018. Trimming is done during regular library hours and trees will be decorated according to the designated theme.

The decorating of your tree is left to your imagination; however, the following includes some guidelines we encourage you to consider when planning your decorations:

1. The library will not have supplies available. Decorations may be purchased or made. Decorations made of cardboard/paper are discouraged unless protected by plastic spray or wrapping as the trees will be outside in the elements through the holidays.
2. We ask that decorations designed to feed wildlife not be used.
3. Decorations should be tied/wired/fixed securely to the tree to resist high winds and vandalism.
4. Items especially attractive to theft should not be used in your tree display.
5. Lights are optional but must be battery operated if used, electricity is not available.
6. The Fowlerville District Library reserves the right to remove any item on or about the tree, or the entire tree, if it is deemed inappropriate, at our discretion and without refund.
7. All trees will be labeled with the title of the book and name of person or group sponsoring the tree. Patrons will vote on their favorite tree and turn it in to the library staff. A "Best Overall" award will be announced January 2, 2019.

The trees will be on display until January 1, 2019. Trees can be dismantled starting January 2 during library business hours and must be completely taken down by Saturday, January 5, 2019 by the end of library business hours. Any items remaining after that date will become the property of the library and will not be returned. The trees remain the property of the Fowlerville Library. **Money received from this program goes to support children and teen programs at the library. A receipt for your tax-deductible donation is available upon request.**

Donation request:	<u>Individual</u>	<u>Non-profit</u>	<u>Business</u>
6 ft and taller	\$30	\$25	\$50
Under 6 ft	\$20	\$15	\$40

Trees will continue to be available for this program until November 30 or while supplies last, as supplies are limited. Any questions about this program should be directed to the library at j.macgillis@fowlervillelibrary.org or 517-223-9089.

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Contact Name: _____ **Amount Paid:** _____

Phone/Email: _____ **Cash/Check (#):** _____

Business Name (if applicable): _____ **Tree #** _____