



Master Gardener Foundation of Chelan-Douglas Counties DONATION & SPONSORSHIP GUIDELINES

The following guidelines outline how donors to the Master Gardeners Foundation of Chelan-Douglas Counties are recognized and acknowledged, as well as the tracking of donations.

1. Donor Classifications

Donors are classified by donor amounts into the following categories:

- Seeds (\$1-\$99)
- Patrons (\$100-\$499)
- Friends (\$500-\$999)
- Sponsors (\$1,000-\$2,499)
- Sustainers (\$2,500-\$4,999)
- Benefactors (\$5,000 and up)

2. Responsibilities of The Master Gardener Foundation of Chelan-Douglas Counties

- Maintain an accurate, year-to-year cumulative record of all cash donations, foundation gifts, and in-kind donations.
- Assure that donors receive the proper recognition which includes:
 - Official donation receipt from the MG Foundation of Chelan-Douglas Counties.
 - Handwritten thank-you note or verbalized recognition by the Garden Manager or designee.

Additional recognition for donors making cash donations or in-kind donations of \$500 or more includes:

- Mention in the Foundation Annual Report.
- Handwritten thank-you note.

Further recognition for donors making cash or in-kind donations of \$1000 and above includes:

- Company logo and link to their website on the Foundation website
- Individual donations are recognized by name on the Foundation website and Master Gardener social media
- Additional recognition & acknowledgments are at the discretion of the Garden Manager and/or the Master Gardeners Foundation of Chelan-Douglas Counties.

3. Sponsorships

- Each demonstration garden may designate donors as sponsors for an event, educational offering, project, etc. For instance, the Community Education Garden designates businesses making cash donations or in-kind donations of \$250 or more as sponsors for the “3rd Saturday in the Garden” educational events. These sponsors are recognized on marketing materials, emails, and receive signage recognition and verbal acknowledgement at the event they sponsor.
- Managers of the various demonstration gardens adapt donor acknowledgments and sponsorships in their written sponsorship agreement, allowing flexibility and distinctiveness that corresponds with the nature of the demonstration garden. These donor sponsorship plans are provided to the MG Foundation of Chelan-Douglas Counties.

Acceptance of sponsorships is at the sole discretion of the Master Gardener Foundation of Chelan-Douglas Counties.

4. In-kind donations

- In-kind donations are defined as item(s) the garden requires, such as mulch, compost, irrigation supplies, project materials, storage, volunteer (not MG) labor to complete projects, etc. or an element that would enhance the appearance of the garden, such as a piece of garden art, trellis, or sculpture.
- Upon receipt of the item, an In-Kind Gift Report is sent to the Master Gardener Foundation of Chelan-Douglas Counties.

5. Other Explanations

- Garden Managers will inform the MGF CDC of donations as applicable.
- Signage will be at the discretion of the Garden Managers.
- Signage complies with WSU guidelines and guidelines established by the property owner (in the case of the Pollinator Garden, Xeric Garden, Japanese Garden, Boswell Garden).