



Designer Handbook 2020


MARY
BRIDGE
CHILDREN'S
FESTIVAL
of TREES

Letter from the Chairs

Welcome to the 2020 Festival of Trees,

Lauren and I are thrilled to be joining you as this year's Event Co-Chairs. Our Festival experience has been one for the books! For over 20 years we've been Tree Designers and from 2005 to 2010 we also managed the Mary Bridge Brigade Gift Shop.

As many of you are aware, due to the COVID-19 pandemic, MultiCare has decided to cancel all in-person fundraising events for the remainder of the year to ensure the safety of our community. We invite you to join us for our first ever virtual Festival of Trees. We have updated our theme for this year to "Home for the Holidays." Your effort as volunteers is essential in raising funds for Mary Bridge Children's, ensuring that they continue to provide high-quality, compassionate care for children throughout our communities.

We've had the pleasure and honor to be following in the footsteps of many chairs who have held this role and who, with the dedication of community volunteers, have raised over \$36.9 million for Mary Bridge Children's. This has helped to provide countless families with care and support for the past 34 years.

Thank you to those who are new to Festival and to those who've supported Mary Bridge Children's for years. Please know you have our support and gratitude for opening your hearts and dedicating your time.

Festively Yours,



Charlene Richardson
Charlene Richardson



Lauren Boulanger
Lauren Boulanger

TABLE OF CONTENTS

General Information	
Festival of Trees Overview	Pg. 4
2020 Highlights	Pg. 4
Who to Call for Help	Pg. 5
Workshops and Important Dates	Pg. 6
Trees.....	Pg. 8
Designing You Tree	Pg. 8
Theme	Pg. 8
Decorating Information.....	Pg. 9
Signage.....	Pg. 12
Festival Week.....	Pg. 13
Tree Hosting.....	Pg. 15
Forms and Reports.....	Pg. 17
Designer Financial Agreement.....	Pg. 17
Catalog Description.....	Pg. 17
Tree Accounting Reports.....	Pg. 18
Funding and Sponsorship.....	Pg. 20
Accounting for Your Volunteer Time.....	Pg. 22
Shopping Resources	Pg. 23
Do Not Call List	Pg. 24

FESTIVAL OF TREES OVERVIEW

Festival of Trees Mission

Festival of Trees is a philanthropic celebration benefiting children and families served by MultiCare Mary Bridge Children’s Hospital & Health Network.

Mary Bridge’s Festival of Trees involves a broad range of community supporters including designers, sponsors, donors and volunteers. Over 300 individuals annually give their time, talents, and resources to make Festival a success. Festival is supported by the Mary Bridge Children’s Foundation including a Festival Event Manager, dedicated Event Coordinators and a Festival of Trees Administrative Council (FOTAC) which is a group of volunteers that agree to act in chair and support positions for the many subcommittees such as Gala, Tinsel on the Town, and Trees Group. These members oversee their fellow volunteer committees and provide encouragement and support throughout the planning and execution of Festival of Trees. Altogether, this generous group is the Spirit of Festival!









Festival of Trees Administrative Council (FOTAC)

FOTAC is made up of dedicated volunteers that agree to act in chair positions and support positions for the many subcommittees of Festival such as Gala, Tinsel on the Town, Trees Group, etc. These volunteers are selected/recruited by the current Event Chair in concert with the Festival Event Manager. FOTAC members oversee their fellow volunteer committee members and provide encouragement and support throughout the planning and execution of Festival of Trees. They will work alongside the Festival of Trees Event Manager to produce a uniquely festive fundraising experience for our community.

2020 Mary Bridge Festival of Trees

THEME & COLORS	Theme: “Home for the Holidays” Colors: Green, gold, and blue
THEME INSPIRATION	COVID 19 Pandemic and the first virtual Festival of Trees event
EVENT SPECIFIC	Overall Festival <ul style="list-style-type: none">• Moving into a three-week campaign• Online storytelling, merchandise, and silent auction Gala (Saturday, December 5, 2020) <ul style="list-style-type: none">• Online virtual event of 15 trees, closing out the virtual live auction• Fund-a-need• Mission Moment MB Leadership and/or care team• “Live” virtual entertainment

Who to Call for Help

What	Who	Phone & Email
Tree Designer Questions	Robin Bachmeier Julia Bachmeier <i>Tree Designer Co-Chairs</i>  	C: (253) 686-6359 rbachmeier@multicare.org C: (253) 307-2498 jbachmeier@multicare.org
Tree Angel and Tree Packing Questions	Cathy and Dennis Early <i>Tree Angel Co-Chairs</i>  	C: (253) 439-9400 cathyearly@hotmail.com C: (253) 344-9417 deneary@hotmail.com
Tree Questions	Jeri Campbell <i>Trees Group Chair</i> 	C: (253) 732-1860 jcamp40895@aol.com
2020 Festival Event Chairs	Charlene Richardson and Lauren Boulanger  	Charlene: (253) 861-4234 Richardson_cd@gmail.com Lauren: (253) 861-4233 laurenboulanger@gmail.com
Designer Funds Donations Tree Sponsorship	Kelly Werner <i>Mary Bridge Children's Festival Event Manager</i> 	W: (253) 403-387 C: (360) 865-2469 kcwerner@multicare.org

Tree Designer Timeline

Date	Event/Time	Location
Wednesday, June 24	Tree Designer Kick Off! 6:00-8:00 pm	Virtual Zoom Link Meeting ID: 896 9229 9201 Password: 990668
Sat, Aug. TBD	Ornament Swap! TBD	CR-6 room located at 409 S. J Street, Tacoma
Thurs, Oct. 1	Tree Design Information Due! Email to Kelly (kcwerner@multicare.org)	
Wed, Oct. 7	Tree Designer Workshop 6:00 – 8:00 pm	CR-6 room located at 409 S. J Street, Tacoma Virtual Zoom Link Meeting ID: 816 3491 7368 Password: 842682
Thurs, Oct. 15	Catalog Rough Draft Descriptions Due! Email to Kelly (kcwerner@multicare.org)	
Mon, Nov. 2	Sign Final Approval Email to Kelly (kcwerner@multicare.org) Donation Forms Due for listing in catalog! Email to Kelly (kcwerner@multicare.org) or mail to Festival office	
Wed, Nov. 4	FINAL Tree Designer Workshop 6:00 – 8:00 pm	WA Floral Services, 2701 S 35 th St, Tacoma Virtual Zoom Link Meeting ID: 890 2272 7343 Password: 180796
Mon, Nov.9- Fri, Nov 13	Tree Designer Week Tree Catalog Description FINAL approval DUE! Tree Accounting Final	Patriot Fire Protection, Inc Annex Building 2707 70th Ave E, Tacoma
Fri, Nov 13	Catalog Description Final Approvals DUE! Email to Kelly (kcwerner@multicare.org)	
Sat, Nov 14- Sun, Nov 15	Tree Packaging	Patriot Fire Protection, Inc Annex Building 2707 70th Ave E, Tacoma
Mon, Nov.16- Thurs, Nov. 19	Tree Accounting Appointments All Tree Accounting forms, all receipts, and Tree Inventory Form due by the 19 th . Sign up in advance with Maria Ichyama (randysfd@aol.com)	More information to come! Appointments will be virtual
Sat, Dec. 5	Virtual Gala Auction Event time: 6:00 – 8:00 pm	Online via Stokes Auction Group

Sun, Dec. 6	Tree Delivery 8:00 am – 7:00 pm	
Mon, Dec. 7	Tree Delivery for trees unable to be moved on Sunday.	
Mon, Dec. 28	Donated tree take-down, ornament packing & tree removal 8:00 am – completion generally done around noon.	

TREES

Designing Your Tree

The Event Manager, Kelly Werner and Tree Designer Chairs will ensure:

- Festival maintains its standards of quality
- Festival policies and procedures are understood
- Forms are distributed and understood
- Themes are well developed
- Procurement strategies and ideas are exchanged

Trees Provided to Designers

Live trees are provided on Designer Day per the Tree Information form previously submitted by the designer. They will be 7-foot, noble fir tree with an applied fire retardant. Designers may opt for one of five tree styles: green, tipped flock, light flock or medium flock. All trees have unique qualities. You will be provided a tree as closely aligned to your request as possible. **Designers are responsible for their own lights.**

Choosing and Executing a Theme

- Convey a cohesive theme for your tree (and the surrounding area)
- Select decorations, color, concept, and gift items consistent with your theme.
- Keep in mind, having a broader theme will appeal to more buyers and might allow us to raise more funds.
- Consider your target buyer: philanthropic buyers donate trees, often with kid-oriented gifts; a corporate buyer likes items for employees; personal buyers prefer unique décor items, trips and experiences. Design according to your vision. All buyers want the newest, freshest ideas and gifts! Unique opportunities or experiences are particularly appealing.
- Festival reserves the right to deem what is appropriate in theme development and items within your display in order to ensure a variety of tree themes, displays, and experiences, applications are accepted on a first come first serve.

Tobacco, Marijuana, Alcohol and Firearms Policy

- It is the policy of the Festival of Trees to prohibit the promotion and sale of tobacco/marijuana and tobacco/marijuana products. No such product may be included in any theme, display, or design. Festival of Trees is hosted by our community's largest health care provider and benefits Mary Bridge Children's Hospital. As such, Festival has an obligation to promote a healthy lifestyle, particularly for children.
- Firearms are not allowed to be part of your tree display.
- Alcohol may be included in tree displays but may not be the sole focus of display or theme.
- The premise behind the difference in the policy related to alcohol and tobacco is that it is generally accepted that alcohol does not have negative health effects when used in moderation.
- *The management of the Festival of Trees reserves the right to remove any item(s) deemed contrary to the aforementioned policy.*

Decorating Information

Remember that all items placed in the display space must be sold with the tree.

Design Space

- 7-foot trees will be given a 10' x 10' space for design, but you are not being asked to fill the space this year. Trees will have a 36" x 36" cross base to stabilize the tree.
- Floor covering are not required however tree skirting will need to be provided.
- Power will be provided.
- All items in your space are the property of the buyer, unless listed in the exclusion/restriction portion of your description.
- All items must fit in a 10' tall moving truck and through a standard 3' house door.
- Your space should be designed to be viewed from all sides.
- **The tree topper must stay on this year and cannot exceed 2' in height.**

Backdrops and Props

- Large items--including walls, draperies, latticework, mirrors, fences, etc. in the display space that exceed 3' in height and 3' in width or length--must be discussed with the Tree Designer Co-Chair and Tree Delivery Co-Chairs prior to procurement.
- Backdrops, vignettes, and props that are not easily moved will be the responsibility of the designer to make delivery arrangements. The volunteer drivers do not use pallet jacks or other heavy moving devices.
- Heavy flooring is discouraged.
- Everything must fit through a standard size door, in rooms with ceiling heights of 7'6", or in an 8' high truck.
- Remember, your design team will need to re-pack your items for delivery. **Save boxes for re-packing.** Space will be available for your boxes during designer week.
- Utilize materials that can withstand the moving process without damage, or make other arrangements for delivery in coordination with the Tree Delivery Lead.
- If you have any concerns about meeting these requirements, contact the Tree Designer Co-Chairs, Julia Bachmeier at (253) 307-2498 and Robin Bachmeier at (253) 686-6359, while you are in the planning stages.

What Does NOT Sell Well at Festival?

- Items that do not add significant value are art objects and jewelry. Both are of personal preference and are difficult to bid up. Gift cards to a jewelry store or art gallery may be used instead of the actual item.
- Do not use non-related items to increase the monetary value of the tree. If an additional item does not enhance the intrinsic value of the tree, it won't boost the bidding. Please consider offering the item(s) to a fellow designer if it might fit his or her theme. We're all in this together and want our procured items to be placed where they will be most successful!

Decorations

- Use large and small-scale ornaments to add dimension and visual interest.
- Considering using non-traditional ornaments such as toys, printed art, and found treasures.
- Stick to your theme.

Electricity

- One outlet (two 3-prong receptors), providing approximately 20 amps, will be provided on Designer Day to each space.
- Two multi-plug metal power strip with circuit breaker incorporated will be provided and must be used on your tree.
- To determine your amp requirements, refer to the original packaging (i.e., amps are listed on the outer packaging of tree lights) or the actual device (i.e., a label on a television or other electrical appliance). Add up the TOTAL amount of amps you will use in your space. Be sure you have the appropriate number of extension cords. Do not exceed 20 amps total. You'll notice that LED lights use far fewer amps than do more conventional lights. Keep your packaging to help you remember the capacity of your lights. Prior planning will help prevent light failures and fires.
- Remember, all of items remain with the tree.
- Electrical cords must be readily accessible, although hidden, and not under heavy tree stands or props.
- Use a tie wrap to secure one power strip to the physical tree

Tree Lights

- At least 100 new (UL-approved) lights per foot of tree are recommended. Many designers use 200-300 lights per foot to really show off their tree.
- **Do not use old lights or lights that get hot!**
- Lights independent of each other are highly recommended (if one light burns out, the rest stay on.)
- A maximum of 2 strands of lights plugged in together is recommended. Please note that if you are using the large light spools to review the power requirements. We have had lights go out in the past due to too many being plugged in together.
- Test the lights before coming to designer day. Leave the lights on while attaching them to the tree; this will help detect loose or faulty lights.
- Lights should enhance the tree. Use lights that have the same color cords as the color of your tree.
- Securely fasten the lights to the tree with wire ties or pipe cleaners the same color as the tree. Hide them so they cannot be seen (you may also use a product called OASIS Bindwire in green, available at Washington Floral. It is a 26-gauge soft paper wrapped wire that cuts easily with scissors, grabs readily, and is kind to your hands.)
- Use up-lights! Static and angled up-lights add dimension to your vignette and make your setting come to life. Even the least expensive models work well with either PAR reflector bulbs or CFL compact fluorescents.
- **Do not remove the UL tags from light strands.** You may tape them down.

Fire Prevention

Fire prevention is extremely important. We have a responsibility to safeguard our patrons at the convention center and those who enjoy our trees in their homes and at our hospitals and clinics after Festival has ended and our trees become dry.

- Use the recommended power strips, extension cords and outlets as detailed on page **(enter page once finished)**.
- Our trees are fire retardant but not all of our decorations are. Highly flammable decorations may not be used without first being treated with an approved fire retardant. Examples include stuffed items and paper products. Eucalyptus is highly flammable and should not be used at all. Even fire resistant items may present a hazard if they are hung with little tree space between them.
- When in doubt, check it out:
 - Contact the Tree Designer Chair or the Event Manager.
 - You may also contact the Tacoma Fire Prevention Bureau, 3471 S. 35th St., Tacoma 98409, 253.591.5740.

Securing Decorations to the Tree

- The tree will be moved several times, once through a door that is not as wide as the decorated tree.
- All decorations (including lights) must be wired to the tree to secure them in place. Needle nose pliers with side cuts may help make it easier and faster.
- A 4" wire is ample to tie the average ornament to a branch using 2 tight twists. As with the lights, we recommend OASIS Bind-wire, available at Washington Floral.
- **Glue** all ornaments with inserted or slip-on hanging attachments to keep the "hanger" from slipping out. It is not enough to glue the collar alone. Get a dab of glue on the wire loop itself to keep the ornament from pulling off the tree and leaving the wire hanger attached! This prep work must be done before Designer Day.
- **Tree toppers must be strongly attached so they can stay on for tree delivery**

Helpers

Having 2 to 4 decorators on your team will make your job easier and more fun. Having 10-15 helpers at a time might inconvenience your neighbor so have them work in shifts. Please send a list of your helpers to Kelly at kcwerner@multicare.org by Wednesday, November 4.

Safety

- Children 16 or younger can visit for short periods (30 to 45 minutes) to view the trees if closely supervised by an adult.
- Contact the Festival office regarding special considerations.

Tree Bags

A large plastic bag is provided for each tree. It needs to be opened, rolled down, and placed under the trees cross base prior to lighting and decorating. Tuck extra bag material under the tree cross-braces. The bag must be under the tree and ready for your packing angel team. It will be pulled up over your tree and tightly fastened for delivery. **Do not cut your tree bag!**

Boxes

- You will store boxes/totes to be used for pack up and delivery.
- Place them in a large plastic bag provided and label it with your tree number. You may receive the bag at check-in. Keep as many boxes as you can for packing up on tear down evening.
- Turn in the labeled bag at Logistics for storage until needed for packing.

FORMS AND REPORTS

All forms are available on the web page, www.marybridge.org/fot and may be filled in electronically, scanned and emailed to Kelly Werner in the Festival office at:

kcwerner@multicare.org

Financial Agreement, Designer – *Available when you sign up to be a tree or designer or at any time after that when advanced funds are authorized.*

- This must be filled out in order to receive an advance or reimbursement of funds from Festival.
- Festival may have to receive the funds from the sponsor before money can be dispersed, even if you submitted your request early on.
- Submit a new form each time funds are requested; i.e., to receive the designer portion of sponsor funds and then again to receive funds donated to your tree.
- The Festival staff requests the check from MultiCare Health System Financial Department. Processing typically requires two-three weeks.

Financial Agreement, Tree Cash – *Due any time after funds have been received by the Festival office and are authorized for disbursement.*

- This must be filled out in order to receive reimbursement of funds from Festival.
- Festival will need to have received the funds from the donor before money can be dispersed, even if you submitted your request early.
- Please submit a new form each time funds are requested
- The Festival staff requests the check from MultiCare Health System Financial Department. Processing typically requires up to three weeks.
- Designers are responsible for communicating with their donors and submitting correct requests for tree cash.
- Festival may receive last minute donations and will assign as requested.

Catalog Description Form – *Rough draft due by October 15 but earlier submission is appreciated – for designers. Final approval for catalog by designer will be due by November 13.*

Your catalog description is the first introduction of your tree to the potential bidders. It is a key factor that builds interest and helps sell your creation. You don't have to be a creative writer to describe your tree. Give us words that we can finesse into a concise description that paints a vivid picture of what you are creating. The new form includes the following:

- **Name of the Designer and Co-Designer(s):** Including group or business (not to exceed 3 lines) along with contact information
- **Tree Title:** Brief but catchy

- **Theme:** Short tag line summarizing your tree
- **Vision:** Short description of the overall concept of the space including the story you are trying to convey, style (e.g. traditional, whimsical, artistic, sophisticated, contemporary, rustic chic), predominant color scheme, and major focal points. Please keep this description to a short paragraph.
- **Complementary Items:** Up to six (6) bullet points will be available to outline the special gifts accompanying the tree. This should be the top six (6) alluring items or experiences that come with the tree to entice buyers. Dollar value may be listed next to items, however, tree values will not be included in the catalog.
- **Note expiration dates and any restrictions.** It is not acceptable to write “assorted gift cards worth \$1,000” or “assorted tickets, gift cards and passes for various types of entertainment.” Only include items you are 100% sure you will have. Designers are responsible for ensuring all items listed in the catalog are available on Designer Day. All items are either displayed or turned in for safe keeping during the tree accounting meeting.
- **Name of the Sponsor(s):** Determined by Festival and, in some cases, by designer
- **Festival Thanks:** An ALPHABETIZED listing of all donors who contribute more than \$100 in value along with crew members you wish to recognize. There should be only one list and it should all be alphabetized. This list does NOT take the place of procurement forms. Please make sure that corresponding procurement forms are submitted on time to the Festival Office so that your donors are recognized. Failure to acknowledge donors jeopardizes future donations for all of us.

Please submit the completed form to Event Manger, Kelly Werner at kcwerner@multicare.org no later than October 15 so that publishing deadlines can be met. Our marketing team will review the descriptions and you will have an opportunity for final approval. All final approvals are needed by Friday, November 13. Please save the completed form with the last name of the lead designer followed by catdescform (e.g. werneratdescform).

Tree Accounting Report

Due at Tree Accounting (by November 19)

- Fill out Sign-Up Genius form (to be emailed in October) to arrange your Accounting online appointment. Scheduling will open October 1.
- Designers that received a Festival money via designer advance or tree cash must submit receipts for items purchased for their tree on a Tree Designer’s Accounting Report.
- Designers eligible for Festival funding who did not wish to be advanced money may submit their receipts and a Tree Designer’s Accounting Report at their Tree Accounting appointment. A Designer Advance Form must be completed. Receipts must be neatly taped to plain white paper to be accepted at MultiCare’s Accounts Payable Office. The amount of the receipts, up to the previously authorized designer budget amount, will be reimbursed to the designer. Processing typically requires up to three weeks.
- Designer advances may be used for expenses of tangible items used for decorations and gifts for the tree and the sales tax associated with those items. Time, labor, transportation and telephone expenses are not reimbursable designer expenses. Designers are encouraged to maintain records of these non-reimbursed expenses for tax purposes. They may be tax deductible.

- Please note that the Festival of Trees shares the same accounting department as the entire Multicare System. Reimbursement may take several weeks.

Tree Inventory Report – Due at Tree Accounting Appointment (November 18-19)

- Every item associated with each tree needs to be itemized in order to comply with federal and state tax codes. It's okay to list "red ball ornaments" rather than "18 red ball ornaments" just in case one is damaged in the process. Other categories must be specific.
- A complete listing for each category of Decorations, Gifts and Certificates, Tickets, and Services is needed. The separate categories are needed to meet tax code requirements. All items procured or bought must be recorded on this report (i.e., decorations, lights, gifts, floor coverings, etc.) with the retail value stated. This is what you would reasonably pay in a store, not necessarily the Manufacturer's Suggested Retail Price.
- It is important to be accurate as this form determines the value of your tree and is given to the buyer at the Gala Auction. If an ornament was purchased at a garage sale or Good Will for \$1.00, the Tree Inventory Report should value it at \$1.00, not more.

Donation Forms – due as they are received but no later than Nov. 1 for catalog inclusion – please don't hold them!

All donations to your tree in the form of cash, decorations, gifts, services and discounts on purchased items must be recorded on FOT donation forms and processed through the Festival office. Donation forms turned in by Nov. 2 will be listed in the Festival Thanks portion of all Festival catalogs. Please meet that deadline so YOUR donors are recognized!

- Seek donors from the community to contribute items such as cash, gifts, and services. Use a donation form for each item you receive. **The donation form is used for all Festival donations so it is imperative that the "Trees" box is checked at the top of the form and the name of the lead designer is noted on that same line.** Tree designers may retain the donation. In those instances, the donation form should be noted as such in the "Delivery Information" section of the form. Donation "ask" letters and Festival Fact Sheets are available to support procurement efforts.
- Carry forms with you at all times. (You never know when a procurement opportunity will arise!)
- BEFORE you give the donation form to a donor, be sure to fill in the top section of the donation form, indicating that the donation is for a Tree and provide the name of your lead designer in the space provided. Festival has multiple events and many designers. Help us track your items by correctly filling out the donation form.
- Completely fill out forms the moment you get a commitment. Pay particular attention to accurate restrictions and expiration dates on gift cards. Be sure to also convey this information on Catalog Description form.
- Occasionally a donor will make a partial donation (i.e., they will discount an item that you purchase). In those cases, please include the retail value of the item(s) but also include a note indicating the amount that was a donation verses the amount that was paid. That will allow the Festival office to accurately credit the donation.

- If the donor has given you an item(s) or cash and you opt to retain it in your possession, please complete the bottom line in the “Delivery Information” section, indicating that you have retained the cash.
- Return the white copy to the Festival office immediately. The yellow copy is for the donor. The pink copy may be retained by the designer and turned in at Tree Accounting appointment.
- Designers who opt to purchase items without reimbursement should also complete a donation form, listing themselves as the donor. Take credit for your additional gift!
- Forms will be promptly processed and letters of acknowledgement will be sent to the donors. Thank you cards with the current Festival theme are also available for designers to send more personal notes of thanks.
- Additional donation forms are available from the Festival office or on the website.
- According to the IRS, “a charitable deduction cannot be claimed for the ‘donation’ of personal services or time.” However, we would like to acknowledge all of our generous donors with a thank-you letter and a catalog listing!

FUNDING AND SPONSORSHIP

Designer Funding Policy

- The Festival of Trees receives cash sponsorship for each tree. That money is used to:
 - Underwrite the initial expense of the tree, its preservation and flocking, and other costs associated with displaying the tree. This portion of the funds is retained by the Festival office.
 - Decorate the tree and enhance the package with other items, experiences and/or services. This portion of the funds is available for designers who complete a Designer Advance Agreement.

- The sponsorship fee structure is as follows:

7' Tree	Sponsorship fee is \$2,500. Designers may receive \$1,000.
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- Tree Cash may also be used in support of your tree. Those funds will be available for designers once they are been received by the Festival office.

Sponsors

The success of our Festival relies heavily on the generous financial commitment of our sponsors. Please contact the Festival of Trees Event Manager at 253-403-1387 if you have ideas for potential sponsors.

- Designers must not solicit from MultiCare sponsors without first contacting the Festival of Trees Event Manager. Conflicting requests for support could jeopardize ongoing negotiations for sponsorship. See the Do Not Call list located in the Donations Tab of your handbook.
- On your next visit to the businesses that are known sponsors, please be sure to thank them for their support of the Festival of Trees and Mary Bridge Children’s Hospital.

Sponsor and Designer Acknowledgment and Advertising Policy

- Products and services may be incorporated into the design of the tree if the overall presentation is of a holiday nature and/or keeps with the theme.
- Tree sponsors and designers will be recognized on a sign created by Festival and placed on an easel next to the tree and in the description in the Gala Catalog. The listing of sponsors and designers in these presentations shall be of uniform typeface without business logos or individualized recognition, unless the Tree Sponsor gives at the Gold or higher level.
- **Donors of goods, services, and cash of over \$100 or more will be acknowledged by name under Friends of Festival in the Gala and Tinsel on the Town catalogs, if their donation forms are submitted by the November 1 deadline.**
- Leaflets, brochures, or other materials/gifts of a tree shall not be distributed at tree side or within the room. All advertising materials require prior approval of the Tree Designer Chair and the Event Manager.

10 STEPS TO SUCCESSFUL PROCUREMENT

From the Dick and Sharon Friel Charity Auction Seminar

Tree Designers — here are some sure-fire hints and suggestions to review as you begin soliciting donations for the Festival of Trees.

1. **ORGANIZE.** Make a call list of all your prospects, past donors, friends, family, and business contacts that can help your procurement efforts. Arrange them so that you contact all of the “easy” ones first. Start with success — there is nothing like winning to keep you moving and enthusiastic!
2. **GOALS.** Set up a program to make a manageable number of procurement contacts each week. Be realistic. Work at your own speed by making at least two contacts every day. This avoids that last minute crush. Adjust your goals to match the final deadline.
3. **REACH OUT.** Call, write, and/or make contact with as many of your prospects as possible. And do it as quickly as you can. The secret is to reach as many people as you can in the shortest possible amount of time. Procurement is a numbers business — the more people you talk to the more items you will obtain. Another hint is to ask everybody you talk to for a recommendation of somebody else that might donate to this year’s auction. It is important to keep moving. Never stop once you get started. Momentum is critical to your success. Fill out your wish list for items and experience that will make your tree standout! Make sure to return to the Festival office by the end of June.
4. **TELL ‘EM AND TELL ‘EM AGAIN.** Procurement can come from anywhere. For that reason, talk about possible auction items wherever you go: parties, meetings, social gatherings, sporting events, etc. You will be amazed at how many people have never been asked to donate. Everybody can give something to the campaign. How much? How exciting? That depends on your ideas and enthusiasm!
5. **THE FORM.** The most important procurement sales tool you have is the DONATION FORM. Nothing happens until the form is in the prospect’s hands, is signed, and delivered to the Festival office. Keep forms on hand at all times. Put at least two in your purse or pocket so that when the opportunity pops up you can close the deal on the spot! Be prepared. It’s your key to success.

6. **TOOLKIT-** Donation letters, Mary Bridge brochures, donation forms, Festival Fact Sheets, and blank Festival Thank You cards. We also have online giving pages available for you to use to customize your ask for funding from the friends and family.
7. **ASK FOR HELP.** You are not alone. You have lots of friends in the group who will help you with your procurement campaign. If you have done all you can to get an item from a prospect but need just a little extra muscle to finish your pitch, call for help. Talk to the committee chair, a Festival advisor, or someone on staff.
8. **FOLLOW UP, FOLLOW UP, AND FOLLOW UP.** It usually takes more than one call or visit to get an item. Be certain that you call back often until you have the completed form in your hand. Every year good items miss the catalog deadline or never make it onto a tree because somebody failed to follow up as promised.
9. **MEET THE DEADLINE.** There can be no exceptions. It is important to put the date on your calendar and in all correspondence to your prospects. The “stars” always set a cut-off date a week earlier. That allows them to concentrate on following up, turning in forms, picking up items and display materials, during the last week.
10. **HANG IN THERE BABY!** You will have a moment when you get behind schedule or are turned down by an important prospect. It’s the maddening side of the procurement adventure. Smile! Take a deep breath and try again. The procurement champions will all tell you that persistence, determination, and a sense of humor are your most important support systems. REMEMBER, you are a part of a most significant fundraising event, and because of what you do, we will continue to provide care for critically ill children in our community. You make a difference, and you can do it!
11. **THANK YOU! THANK YOU! THANK YOU!** Finally, you can never thank the donors enough for the unselfish and generous contributions they make. Successful volunteers and teams always show their appreciation to the donors through personal phone calls, notes, Facebook messages, photographs, and letters. Too often in fundraising, the art of saying thank you is overlooked—when it is in fact the most important aspect of solicitation. Take a minute to say thank you! Stationery is available in the FOT office.

Procurement Support

A Team of Helpers

This year we have wonderful group to help support you with your donations requests. Many of you have your own groups you reach out to for in-kind support however we also have a small team that will be happy to assist you with your dream list!

After our deadline, all forms will be shared with this team and a team member will reach out to your designer lead to see how they can assist you.

ACCOUNTING FOR YOUR VOLUNTEER TIME

Accounting for your Volunteer Time

Please track the number of hours donated for each member of your design team. As you complete your design work for the year, you will be asked to report the total number of hours contributed. Not only is it required but it helps demonstrate community commitment for Mary Bridge and benefits our organization when requesting grants. Tree designers report their hours when submitting Tree Accounting paperwork during their scheduled tree accounting session three weeks prior to Festival.

Volunteer Registration for Tree Designer Team

All additional design team members need to register as volunteers using the electronic registration link located on our Festival website under the “Volunteer” Tab.

SHOPPING RESOURCES

- The following companies will allow our Festival designers to shop at their businesses at discounted prices.
- You may **not** charge purchases to Festival of Trees or Mary Bridge Children’s Hospital.

Vendor	Hours	Notes
Artco 5401-401 6 th Avenue Tacoma, WA 98406 (253) 759-9585	<u>Mon-Fri</u> 9:00am-8:00pm <u>Sat</u> 9:00am-6:00pm <u>Sun</u> 10:00am-5:30pm	Seniors (55 and over) receive a 10% discount off regular priced items every Monday. Military receives a 10% discount off regular priced items every Tuesday.
Howell’s Home & Floral <i>Wholesale/Retail</i> 6030 NE 112 & Holman (I-205 & NE Airport Way) Portland, OR (503) 255-2001 www.howellsonline.com	Open 7 days <u>Mon-Fri</u> 9:00am-5:00pm <u>Sat</u> 10:00am – 5:00pm <u>Sun</u> 12:00pm– 4:00pm	Contact: Dave Howell They offer 35% discount for purchases of \$50 or more.
Party @ Display & Costume <i>Retail</i> 11201 Roosevelt Way NE, Seattle, WA 98125 (888) 562-4810 (206) 362-4810 www.displaycostume.com	<u>Mon-Fri</u> 9:00am– 8:00pm <u>Sat</u> 9:30am – 6:00pm <u>Sun</u> 10:00am – 5:00pm	The store has Christmas decorations all year long with the best supply in early fall. Call ahead. They offer a 15% discount for designers. Let them know you are with the Festival of Trees in Tacoma, customer ID #100399. They may ask for your driver’s license to verify your identification.
Washington Floral Services	<u>Mon-Fri</u> 6:30am -3:30pm	Designers may shop wholesale anytime upon by giving them your

<i>Wholesale</i> 2701 South 35 th Street Tacoma, WA (253) 472-8343	<u>Sun</u> 10:00am -3:00pm	name or your teams lead designer's name. Items have limited return options.
Camden Gardens 6535 5 th Place Ste B Seattle, WA 98101 (206) 218-4836	By appointment <u>Mon-Sat</u> 9:00am-3:00pm	Contact Tim (tim@camdengardens.net). They are the distributor for major department stores in Seattle and offer out of season items at discount prices.

DO NOT CALL LIST

Event and Tree Sponsors

Below is a list of the MultiCare Sponsors/Major Supporters. Festival volunteers, including designers, **must not** solicit from any of these businesses or individuals without calling the Festival office first. We have, or are currently in the process of, negotiating these sponsorships for the 2020 year and your contact could threaten these negotiations. On your next visit to any of these businesses, please be sure to thank them for their support of the Festival of Trees, Mary Bridge and/or other MultiCare Foundations that they may be supporting.

501 Commons	American Industrial Partner
A-Scribe Images	American Music Therapy Association
AA Asphaltting LLC	Amerigroup Washington
AAA Washington	Angel Guild Thrift Shop
Abbott Construction Inc.	Angie's Spa Cancer Foundation
ABM Healthcare Support Services	Answers Counseling & Case Management
ABM Janitorial Services, Inc.	Apex Foundation
The Al and Georgia\Meier Foundation	Apple Physical Therapy
Alaska Airlines	Aramark
Alaska Airlines Pilots Charitable Fund	Asado 6th Ave LLC
Albers & Company, Inc.	Associated Petroleum Products, Inc.
Allergan	AT&T
Amazon	Atmosera
Ambassador Wines	Auburn Auxiliary and Gift Shop
American Cancer Society	Auto Warehousing Company
American Endowment Foundation	Automated Accounts
The American Foundation for Charitable Support	Automotive Specialists
The American Gift Fund	The Babare Foundation

The Baker Foundation
 Balfour Beatty Construction
 Ballmer Group
 The Bamford Foundation
 BANK CDA
 Bank of America Charitable Foundation, Inc.
 Bank of America Charitable Gift Fund
 Bank of America Matching Gifts
 Bates Family Foundation
 BCRA
 BECU
 BECU Dept #340
 Bennett Bigelow & Leedom, P. S.
 Bess Company Inc.
 Betz Family Winery
 Bill & Melinda Gates Foundation
 BJ's Bingo
 BNBuilders, Inc.
 Boeing Company
 The Boeing Employee Individual Giving Program
 Estate of Elisabeth Bondy
 Bonfire Funds Inc.
 June M. Boskovich Estate
 Boush Moving & Storage
 Bouten Construction Company
 Estate of Lorraine Bowers
 BrandAlliance
 BrayCon LLC
 Brooks Powers Group
 Burien-White Center Rotary
 Byrd-Forbes Farms, Inc
 C H Murphy/Clark-Ullman, Inc.
 C.E. Stuart Charitable Foundation
 CA Tanson Enterprises LLLP
 CAC of WA (WSACAC)
 Caliber Company, Inc.
 Cambia Health Solutions Fund of the Oregon Community Fdn
 Cambia Health Solutions
 Estate of Patricia Ann Campbell
 The Capital Group Companies Foundation
 Captain Jack's Bar & Grill
 Cardiac Study Center, Inc., P.S.
 Care Wear Uniforms
 Caring For Kids
 Carl Hossman Family Foundation
 Carmel Ranch Revocable Trust CP
 Carolyn Corvi and John Bates Family Fund
 Cascade Commercial Park
 Cascade Cougar Club
 Cascade Emergency Physicians
 Cascade Eye & Skin Centers, P.C.
 Cascade Regional Blood Services
 Catalyst Workplace Activation
 CBRE
 CDW Healthcare
 Celebrate Seniority Grannies' Attic
 Centene Management Company LLC
 Charger's Cheer
 The Charles Maxfield Parrish & Gloria F. Parrish Foundation
 Charme Nails and Skin Studio
 The Confederated Tribes of the Chehalis Reservation
 Ben B. Cheney Foundation
 Chevrolet Buick GMC of Puyallup Inc.
 CHI Franciscan
 The Chicago Community Foundation

Chicago Title Company
Chick-fil-A at 38th & Steele
Chick-fil-A at Puyallup FSU
Chiesi
Child's Play Charity
ChronoTrack Systems Corp
City of Burien
City of Des Moines
City of Puyallup
City of SeaTac
City of Seattle - Homewise Weatherization Program
City of Sumner
City of Sumner Golf Tournament
Clark/Kjos Architects, LLC
Colson Family Foundation
Columbia Bank
Combined Fund Drive Secretary of State of Washington
Comcast
Comic Relief, Inc
Community Cancer Fund
Community Health Care
Community Health Plan of Washington
Conks Cheer
Consolidated Electrical Distributors – Lacey
Coordinated Care
Corliss Estates
Corona Steel, Inc
Courtyard Tacoma Downtown
Covalon Technologies AG Ltd
Crane Fund for Widow and Children
CyberGrants
Cybernet
Cystic Fibrosis Foundation
D.A. Davidson & Co.
Dart Foundation
Captain Sue Dauser Guild
David L. Crouch, DDS, MSD, PS
DaVita, Inc.
The De Falco Family Foundation
Deaconess Nursing Alumni
Delta Airlines
Desautel Hege
Destination Harley Davidson of Tacoma
Devish Family Charitable Fund
Diagnostic Imaging Northwest
Dillanos Coffee Roasters
Dimmer Family Foundation
Dino Kid's Dentistry
DispatchHealth
Dobler Management Company, Inc.
Dollens Family Foundation
Donate For Charity Inc.
Dorsey & Whitney LLP
DP&C
Ducky's Office Furniture
E9 Tacoma, LLC
Early Life Speech & Language
Eastern Washington University Foundation
ECS Supplements LLC
William and Joyce Edwards Foundation
Edwards Memorial Center, LLC
Eisenhower Carlson PLLC
El Corazon Winery
Elite Island Resorts Caribbean
Elliott Paint Company
Elmer's Restaurants, Inc

Emerald City Social Club
Emerus
Empire Health Foundation
Empower Retirement
ENLS Conference
Enterprise Holdings Foundation
Epic
Epic Seats
Estate of Carmen J. Malmanger
Estate of Freda F. Serfass
Estate of Kathryn E. Barnard
Eterna Vein and Medical Aesthetics
Evelyn Egtvedt Charitable Trust
Eventbrite
Eventech LLC
Fain Anderson VanDerhoef Rosendahl
O'Halloran Spillane PLLC
Fairweather Lodge #82
Falck
Falck Northwest Corp.
The Adria D. Farber Charitable Fund
Farrelli's Wood Fire Pizza
Favros Law
Fidelity Charitable Gift Fund
Figures 24/7 - Women's Health and Fitness
Center
Fircrest Golf and Country Club
Fire & Vine Hospitality
Fire Door Solutions
First Choice Health
Firstline Communications
Florence and Orville Shortlidge Charitable
Trust
Franciscan Foundation

Fraternal Order of Eagles Buckley Auxiliary
#1387
Fraternal Order of Eagles Daffodil Auxiliary
#2308
Fraternal Order of Eagles Elma Aerie #1440
Fraternal Order of Eagles Kent Auxiliary
#362
Fraternal Order of Eagles Puyallup/Daffodil
Aerie #2308
Fraternal Order of Eagles South Tacoma
Auxiliary #2933
Fraternal Order of Eagles Tacoma Aerie #3
Fred Hutchinson Cancer Research Center
Freedom Seekers Motorcycle Club
Freightliner NW
Gottfried and Mary Fuchs Foundation
Gaffney Funeral Home
Leo and Katherine Gallagher Foundation
The Gallery Glass & Wares LLC
Gallucci's Catering
Garrison Titan
Genentech, Inc.
General Plastics Manufacturing Company
Gesner-Johnson Family Foundation
Gig Harbor Lions Club
Bruce W. Gilpin Memorial Foundation
Glenmede Trust Company, N.A.
GLY Construction
Gonzaga University
Good Samaritan Gift Shop
Good Samaritan Hospital Auxiliary
The Good Ward Corporation
Goodale & Barbieri Company
Grand Aerie Fraternal Order of Eagles

Family Trust #1 Under Will of Mary Anne Gray
Gray Lumber Company
Greater Tacoma Community Foundation
Greater Tacoma Convention Center
Estate of Betty J. Green
Green Diamond Resource Company
The Greg D and Melanie S McFarland Foundation
Gridiron Creek Foundation
GTS Interior Supply
H&R Block
H. E. Anderson Family Foundation
Harmon Brewing Company
Harnish Auto Family
Hasbro Children's Fund, Inc.
Hayes Management Group
Hayward Family Foundation
HDR
HDR Architecture, Inc
HDR-Seattle
Health Catalyst
Health Management Associates
Hearst Foundations, Inc.
Heartland Express, Inc. of Iowa
Heartland, LLC
Heritage Bank
Heritage Bank-Lakewood Branch
Heritage Distilling Company
Hermanson Company LLP
Hill Moving Services
Hinz & Bird PLLC dba Harbor Oral Surgery
Hjelseth|Pilant Real Estate
Esther Hodges Guild

Hokold Foundation
Holiday Guild
Holland America Cruise Line, Inc.
Howard S. Wright Constructors
Estate of Eleanor Howe
HSNW Puyallup LLC
Leslie and Velma Huff Trust
Humana
Hyada Park Guild
Hyde Family Foundation
Hyundai Motor America
HZ Designer Jewelry LLC
Iceland Travel
Imperial Sovereign Court of Tacoma
Inland Northwest Gift Shops
International Union of Operating Engineers Local #612
Islam Family Foundation
The J. P. Morgan Chase Foundation
J.P. Morgan Chase & Co.
Jake Sterino Inc.
James M. Lea Foundation
Janssen Pharmaceuticals Inc
JAYRAY
Jeffris Wood Fund
Jennelle Marcereau Photography
Solweig E. Jensen Estate
Beverly J. Jewell Memorial Foundation
John L. Scott Foundation
Johnson & Johnson Corporate
Joli Diagnostics, Inc.
Jonathan and Bobbe Bridge Family Donor Advised Fund
K&L Gates

Kaiser Permanente
Karr Tuttle Campbell
Kaufman Hall & Associates, Inc.
Kelly Brady
Kelly Foundation of Washington
Kent Lions Club
Kentlake High School
Kerry Oliver Guild
Kevin A. Iverson, CPA
KeyBank
KeyBank Foundation
Kia of Puyallup
June R. Kilworth Foundation
The Florence B. Kilworth Foundation
Kimmie's Kiddos
King County Best Starts for Kids
King County Housing Authority
King County Housing Office
King County Metro Transit - Passenger Van
& Bus Tickets
Kitsap Bank
Douglas J. Knight, DDS, MSD
Knights Of Columbus Council 5495
KONE - Seattle Branch
Kontos Cellars
Korsmo Construction
Korum Automotive Group, Inc.
Korum for Kids Foundation
Korum's Puyallup Nissan
KPMG
The Kroger Co. Foundation
L.T. Murray Family Foundation
Ladenburg Law, P.S.
Ladybug Family Foundation

Laird Norton Family Foundation
Lakewood Community Foundation
Lakewood Elks Lodge BPOE #2388 &
Emblem Club #441
The Lammedee Family Living Trust
Le Cher Productions
Legacy Vietnam Veterans Motorcycle Club
Lemay Inc Pierce County Refuse
LeRoy Jewelers
Les Schwab Tire Centers of Washington,
Inc.
Estate of Lucille F. Lewis
Lexus Of Tacoma At Fife
Lexus Pursuit of Potential
Liang Pacific, Inc.
Life Care Center of Puyallup
Life Care Center of South Hill
Light Dental Studios
Logan Circle Partners
Loyal Order of Moose #1109 Chehalis Lodge
LP Tent-North America Head Office
Lucky Seven Foundation
The Lufkin Family Fund
M&L Supply Company
Maeve Harris Studio
John E. Manders Foundation
March of Dimes Foundation
March of Dimes Foundation - Western
Washington Chapter
The Marco J. Heidner Charitable Trust
Mariner Construction
Martyn Family Foundation
Mary Bridge Brigade
Mary Bridge Gift Shop
Mary Bridge Med-Surg Department

Mary Bridge Pediatric Orthopedics
Mary McDirmid Financial Advising
Master Builders Association of Pierce
County
Trust of Inez Mattison
Mattson Management LLC
MC Parcel Delivery, Inc.
McCallum License Agency, Inc.
Dotha McCormick Guild
D.V. and Ida J. McEachern Charitable Trust
MCG Health
McGavick Graves, P.S.
McGranahan Architects
McKay Wealth Management
McKinstry Co.
McPhee Dental Group
Medina Foundation
The Memton Fund, Inc.
MetLife Investment Management
Metropolitan Market
Estate of Rosemary J. Mettler
Estate of Charles J. Mettler
Milam Jeep Mazda
Gary E. Milgard Family Foundation
Mitigation Masters LLC dba Servpro of
Tacoma/UP
Moccasin Lake Foundation, Inc.
Molina Healthcare of Washington
Mom365
Morton McGoldrick, PLLC
Mosby Farms
Moss Adams, LLP
Mountain Lodge Farm
Mountain Moving & Storage

Mt. Rainier Emergency Physicians
Muckleshoot Casino
Muckleshoot Charity Fund
Muckleshoot Indian Tribe
MUFG- Union Bank NA
MultiCare Employees Arts and Crafts Sales
MultiCare Governmentl Relations
MultiCare Health System
MultiCare Health System Endowment Fund
MultiCare Health System Human Resources
MultiCare Nutrition Services
M.J. Murdock Charitable Trust
MW Consulting Engineers
Nabila Foundation
NADA Foundation
Names Family Foundation
Nancy Steiger Consulting LLC
National Philanthropic Trust
NC Kayak
Neeb Family Foundation
Network for Good
The Bob and Hanna Nevins Family Fund at
Schwab Charitable
Niagara Bottling, LLC
Sue D. Nilsson Endowment Fund
Nisqually Indian Tribe
Nisqually Tribal Council
Nordstrom
Nordstrom Charitable Giving
Nordstrom, Inc.
Northwest Children's Foundation
Northwest Corrugated Box Co.
Northwest Kidney Centers
Northwest Medical Specialties PLLC

Northwest Physicians Network
Northwest Specialty Hospital
Northwestern Mutual - Puget Sound
NW Utility Services, LLC
oBJEKTS, LLC
Ohana Harbor Coffee
Ohana Wellness
The Old Cannery Furniture Warehouse
Old Town Bicycle, Inc.
Olympia West Lions Club
Olympic Interiors
Olympic Landscape LLC
Olympic Sports And Spine
One Call for All
One Digital Health & Benefits
Optum Pierce BHO
Oral and Facial Surgery Center of Puyallup
Out Of The Box Manufacturing
Outpatient Physical Therapy
PABCO Roofing Products
PACCAR Foundation
Pacific Coast Charities
Pano Koumantaros Cancer Research Fund
Parker, Smith & Feek
Patagonia Ballard
Patrick and Anna M. Cudahy Fund
Patriot Fire Protection, Inc.
Pease Construction
Pediatrics Northwest, P.S.
Pediatrix Medical Group
Pediatrix Medical Group, Inc.
Pediatrix Medical Group, Inc. – Neonatology
Peninsula School District No. 401
Pennington Picnic
Dr. Penrose Guild
Pepsi Cola of Tacoma
Perkins Coie Foundation
Perkins Coie LLP
Phase II, Inc.
Physicians Insurance
Pla & Watts Endodontics
Plumb Signs Inc.
Plymouth Congregational Church
PMA Foundation
Poetry Inn
Point B Solutions
Port Orchard Lions Club
Potelco
Poulsbo Lions
Powell Family Foundation
Precision Electric Group, Inc.
Precision Iron Works Inc
Premera Blue Cross
Premera Blue Cross Corporate Offices
Western Washington
Premera Social Impact
Premier Media Group, Inc.
Prime Electric
Prime Electric, Inc.
Print NW
Proliance Surgeons
Propel Insurance
PSF Mechanical, Inc.
Public Health--Seattle & King County
Puget Sound Collections, Inc.
Puget Sound Energy Foundation
Puget Sound Orthopaedics
Pulse Heart Institute

Purdue Pharma
Puyallup Elks Lodge #1450
Puyallup High School Cheer Squad
Puyallup Surgical Consultants
Puyallup Tribe Gaming Commission
Puyallup Tribe of Indians
Quality Fence Builders, Inc.
Quanex
Quanex Foundation
Quest Diagnostics
Quisenberry Family Foundation
Radia
Rainier Anesthesia Associates PC
Rainier Connect
Rainier Hematology-Oncology
Ray's Boathouse, Inc.
Raymond James Charitable
Raynier Institute & Foundation
Rayonier Operating Company LLC
Rayonier, Inc.
RBC Wealth Management
RealNetworks Foundation
Renaissance Charitable Foundation, Inc.
Renton Eagles Auxiliary #1722
Retirement Connection, LLC
RFP Manufacturing, Inc
Dr. Edward A. Rich Guild
Ricky J's Restaurant and Bar
The Rite Aid Foundation
Robert & Genevieve Watson Fund at the
Seattle Foundation
Rockwood Clinic Medical Foundation
Rockwood Employee Hardship Fund
Rodney Strong Wine Estates

Roger M and Paula R Smith Charitable Trust
Rotary Club of Covington
Rotary Club Of Lake Union
Rotary Club of Tacoma South
Royal Arch Masons Children's Heart
Foundation
RSM US LLP
RunSignUp
The Russell Family Foundation
Russell Matching Gifts Program
H. Arthur Rust Irrevocable Trust
Helen M. Rust Irrevocable Trust
Sacramento Region Community Foundation
Safe Crossings Foundation
Safety National
Saint-Gobain Corporation
Saint-Gobain Plastics
Samaritan Healthcare
SB Structures LLC
Scarsella Bros., Inc.
Schoenfeld-Gardner Foundation
Schwab Charitable Fund
SCL Health
SeaPort Sound Terminal
Seattle Children's
Seattle Children's Hospital Foundation
Research Foundation
Seattle Children's Theatre
The Seattle Foundation
Seattle Foundation
Seattle Mariners
Seattle Seahawks
Seattle Sounders FC
Seattle Symphony

SEFNCO Communications – Sumner
 SEI Giving Fund
 Sellen Community Foundation
 Sellen Construction Co., Inc.
 Sequoia Foundation
 Lillian Shotwell Guild
 Showcase Magazine
 John and Catherine Shuler Charitable Trust
 Erma & Robert Shumate Guild
 Siemens Industry, Inc.
 Sierra Pacific Foundation
 Sigmund Software LLC
 Silver Springs Organics
 Simplifi
 Sisters of Perpetual Indulgence
 Sisters of Providence
 Skanska
 Skylite Cellars
 Solaz, A Luxury Collection Resort
 Solemn Cellars
 Sound Built Homes, Inc.
 Sound Credit Union
 Sound Family Medicine
 Sound Physicians
 Sound to Narrows Revenue Record
 South Sound Running
 Spanaway Moonshiners, Inc.
 Spokane Emergency Care Physicians, PLLC
 Spokane Hoopfest Association
 Spokane Indians Baseball Club
 Sprague Pest Solutions
 The St. Regis Punta Mita Resort
 Stafford Suites
 Star Moving Systems
 Starbucks Coffee Company
 The Stearns Family Foundation
 Stellar Industrial Construction Supply
 Stewardship Foundation
 Subaru of America Inc
 Subaru of Puyallup, Inc.
 Sunbelt Rentals
 Sunset Auto Family
 Sunset Chevrolet, Inc.
 Swedish Health Systems
 Sweets, Treats, & Designs
 Sysco Seattle, Inc.
 Sysmex America, Inc.
 Tacoma Anesthesia Associates, Inc.
 Tacoma Arts Live
 Tacoma Corvette Club
 Tacoma Emergency Care Physicians
 Tacoma Export Marketing Company
 Tacoma Fitness, LLC
 Tacoma General Hospital School of Nursing Alumnae Association
 Tacoma Glassblowing Studio
 Tacoma Rainiers Baseball Club
 Tacoma RV Center, Inc
 Tacoma-Pierce County Health Department Mobile Immunization
 TAPCO Credit Union
 Targa Real Estate Services
 Targa Sound Terminal LLC
 Tarragon
 Taylor-Thomason Insurance
 TCI - Technical Contractors, Inc
 Tegna Foundation
 Teknon

TEMCO
TEW Foundation
The #5 Foundation
The Backyard Factory
The BC and DJ McFarland Foundation
The Finest Accessories, Inc.
The Genoa Foundation
The Givin and Nancy Chase Charitable Fund
The Holland Family Health Fund
The Lightner Smith Designated Fund at The Seattle Foundation
The Macfarlane Foundation
The Martin Brower Company
The Norcliffe Foundation
The Original Pancake House
The Pam Foster and Liz Austin Fund
The San Diego Foundation
The Signatry
The Table
The Truss Co. and Building Supply, Inc.
The UPS Store - Gig Harbor
Theater One
THG, LLC
The Jean E. Thomson Foundation
Thrivent Choice Dollars
Thrivent Financial for Lutherans
Time Equipment Company
The Titus-Will Families Foundation
Titus-Will Ford/Toyota
Tom and Meg Names Family Foundation
Toril Sells Houses
Toscanos Cafe & Wine Bar, LLC
TOTE Maritime Alaska
Toyota Dealer Match Program
Toyota of Puyallup
Toys For Kids
TRA Medical Imaging
TRA Medical Imaging Foundation
Transamerica Retirement Solution Corp
Transamerica Retirement Solutions
Transportation Club of Tacoma
Trouves Health Care Corporation
Tucci & Sons, Inc.
Tulalip Tribes
Tulalip Tribes Charitable Fund
UBS Donor Advised Fund
Undead Labs
UniFirst Corp.
Union Bank Private Bank
United Crawlers
United Health Group-Employee Giving Campaign
United Parcel Service - Northwest District
United Way of Greater Philadelphia & Southern New Jersey
United Way of King County
United Way of Pierce County
United Way of Pierce County - Adult Day Health
UnitedHealthcare Company
UnitedHealthcare Military and Veterans Services
University of Washington
US Bank - Bellevue Main Branch
US Bank Foundation
US Bank National Association
USI Insurance
USI Insurance Services, LLC
UW Medicine

UW Medicine-Gonzaga University Regional Health Partnership
Valley Buick GMC
Value IQ
Estate of Simon Vanderlee
Vanguard Inc.
Vanguard Charitable
Vantage Radiology & Diagnostic Services, P.S.
Visual Options, Inc
Volkswagen of Puyallup
Wagstaff, Inc.
The Wal-Mart Foundation
The Walker Group
Walla Walla Vintners
Washington Gastroenterology, Digestive Health Specialists
Washington State Auxiliary Fraternal Order of Eagles
Washington State Eagles Aerie
Washington State Fair
Washington State Health Care Authority
Way Scarff Ford of Auburn
Wayne's Roofing, Inc.
Weenonah Guild
Wells Fargo Bank - 5th & Jefferson
Wells Fargo Bank - Seattle Main
Wells Fargo Bank - Spokane Main
Wells Fargo Bank, N.A.
Wells Fargo Foundation
Wells Fargo Philanthropy -Gaspar Family Charitable Gift Fund
West Region EMS and Trauma Care Council Inc.
Western Washington Pathology, P.S.

Westgate Guild
Whim W'Him
Whisper Foundation
White Rose Estate
Whitecap Health Advisors
Whitworth University
Whitworth University MBA Program
Wild Waves Holdings, LLC
Windermere Foundation - Seattle Eastlake
Windermere Professional Partners LLC
Wold Enterprises
Woodcreek Pediatrics
Woodland Park Zoo
Woodworth Capital, Inc.
Woodworth Family Foundation
Workpointe
World Fuel Services
World Vision, Inc.
Wren Holdings LLC
Wright Hotels, Inc
WSP Foundation, Inc.
Wyman Youth Trust
X Group
Zenczak and Partners
Zoll Medical Corporation