

PROCEDURES FOR BROWN BEAR CAR WASH TICKET SALES (FUNDRAISER)

1. CONTACT AT BROWN BEAR: Stefan Kovalenko - Charity Wash Coordinator - Car Wash Enterprises, Inc.
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 3977 Leary Way NW, Seattle, WA 98107 (phone 206-774-3749 - his direct line)
2. FORMS: Brown Bear's Charity Car Wash FORMS can be downloaded online at: www.brownbear.com: click on "Charity Car Wash" at top of screen, then Download (middle of screen) Application, Terms & Conditions, and Brochure. (IF they require a new application, see Information at end of this Procedures Report.)
2. ORDER TICKETS
 Order in multiples of 50 tickets. Cost \$1.50 each. Tickets are valid for a year from month of issue -- so try not to order them too long before you actually begin to sell them. Any unsold tickets can be returned to Brown Bear for reimbursement of \$1.25 each.
3. PAY for the tickets via your credit card, then document and request reimbursement from MMS Bookkeeper, Ken Molsberry, 4331 S.W. Beveridge Pl., Seattle, WA 98136. (I mail it to him instead of sending it with Chris Vincent who has lots of other stuff to think about. But it's up to you.)
4. SELL TICKETS: promote thru Gazette, also announcements at practice -- after asking Chris to put you on his announcements agenda. Ticket price: \$5.00 each. Bring \$25 to rehearsal to make change. It also helps to get there early. This past year (2010) I didn't sell as much as the year before. The reasons bear mentioning, so you can keep them, in mind, too:
 - a lot of other items/events were being sold/promoted and it felt annoying to hear constant sales pitches
 - several rehearsals were held at performance venues (awkward to sell there)
 - cancelled rehearsal days between seasons, for picnic
 - all the above cut into selling opportunities, AND I was out of town and missed a number of rehearsals!
 - Suggestion: try selling tickets at performances and Rummage Sale.
5. RECEIPTS: accept payment by cash or by check made out to MSS with "Car Wash" memo notation. Keep track of names and number of tickets sold as you go, just to help with tabulating at the end of the evening. Do not "loan" tickets to people to "try" to sell them -- it will be a bookkeeping nightmare. Instead, sell the tickets with the offer to buy them back if unable to be sold.
6. SUBMIT REPORT & PAYMENT FOR SALES: Keep a database of tickets sold -- showing whether paid by check or cash -- and the amount (see SAMPLE below). Write your own check (payable to MSS) in place of the CASH received, and mail all to Ken Molsberry. I would aim to submit a report and checks to Ken about every month or after \$100, whichever comes first.

SAMPLE DATABASE/REPORT:

BROWN BEAR CAR WASH TICKET SALES Report of 12/20/10

DATE	QTY	FIRST	LAST	CASH RCVD	CHECK RCVD	REMITTANCE	AMT REMITTED
12/07/10	17		ASSORTED	\$85.00			
12/14/10	2	LUCINDA	KIDDER		\$10.00		\$10.00
12/14/10	6	SARAH	MCCOY		\$30.00		\$30.00
12/14/10	10	SHEILA	HARRINGTON		\$50.00		\$50.00
12/18/10	7	IRENE	LONG	\$35.00			
	4		ASSORTED	\$20.00			
12/19/10	10		ASSORTED	\$50.00			
TOTALS	56			\$190.00	\$90.00		
						Simon Ck#870 for cash revd	\$190.00

DATE	QTY	FIRST	LAST	CASH RCVD	CHECK RCVD	REMITTANCE	AMT REMITTED
12/20/10	56					TOTALS, SOLD & REMITTED	\$280.00

ADDITIONAL INFORMATION:

The actual ticket has a lot of info on it - in small print. In the upper right corner is a unique, sequential ticket number, should you want to keep track of them this way. On the bottom of left half is the expiration date: Exp: 10/31/11 -- point this out when you sell them.

There's an identifying phrase on the ticket, "Sing in Ballard with the Market Street Singers!" This was affixed when the tickets were purchased for the first time in August 2008, for a onetime typesetting fee of \$25, (with limitations about number of characters on each line, etc.). If you ever want to change this wording it will cost another \$25.00.

In case you need the tickets mailed to you, there would be an \$8.00 Shipping Fee. I found it very easy to pick them up at Brown Bear's office on Leary Way.

LOCATIONS: All of Brown Bear's car wash locations which participate in this charity program, are listed on the back of the ticket.

FAQ FLYER (Formatted for a 3-to-a-page flyer for handing out):

BROWN BEAR CAR WASH - QUESTIONS:

1. Does this car washing include cleaning the interior of the car?

NO. They have not done this for quite some time. But there are usually vacuums available to rent, 5 minutes for four quarters.

2. Will they wash vans?

YES. The only limitation is related to clearance: the van must be 84" (7 feet) or less in height.

3. What about a DUALLY? (2 pair rear tires)

NO, can't go thru car wash.

4. Can I still get some of Brown Bear's extra services, like waxing?

YES. Your ticket will be honored for the basic "Exterior Car Wash" portion of the cost and you will just pay for the extra service you select.

5. Where can I use the ticket?

You can use the ticket at any of the 20 Brown Bear Tunnel Car Wash locations listed on the back of the ticket, from Everett to Lakewood and Seattle to Sammamish.

You can **ONLY USE** them in Brown Bear TUNNEL car washes, as opposed to self-service-washing locations.

5. When can I use the ticket?

You can use the ticket anytime before October 31, 2011.

2/01/11 Your Name, 206-000-0000

Proceeds benefit Market Street Singers
Information needed for APPLICATION:

Group Type: I'd circle "Registered Non-Profit" because of the way the choices are laid out, or ask Stefan.
Organization name: The Market Street Singers
Repeat Customer? YES
Non-Profit ID Number: 16-1723688
Organization Phone: 206-465-3296
Organization Mailing Address: 4331 SW Beveridge Pl., Seattle, WA 98136
Contact (New MSS Sales Manager): Name, Mailing Address, E-mail and Fax# if available.