

The Library Foundation can:

- Provide you with information about our mission and our library
- Help promote the event on our Website, Newsletter, and Social Media
- Provide you with the Team TCPL logo for you to use
- Suggest ways to help you market your event
- Provide a donation form you can give donors and supporters (including a link for online donations) that we can customize and use for seeking contributions by mail or e-mail
- Send acknowledgment letters, tax receipts, and thank you's to donors and supporters of the event (provided you give us with their contact information)
- Follow up after your event to thank you for its success through our social media, newsletter, or a press release

What we cannot do:

- Invest money or financially contribute in any way
- Provide staff to organize or implement your event
- Market the event beyond what is specified above
- Endorse any products or services

Other expectations:

- If you're a business donating "proceeds of sales" to the Library Foundation, you must specify the dates (e.g., "all sales during October of 2020"), and the amount of the donation (e.g., "5% of all purchases"). We are required to report this information to the State of New York.
- The donation should be given to the Library Foundation within 30 days of the event. Please deduct any costs incurred prior to delivering the proceeds to us.

How to get started!

Start by [completing this form](#). A Foundation staff member will contact you with approval for your event.

*Please note: the Foundation cannot accept donations of books for TCPL. If you have books you wish to donate, please contact the Friends of the Tompkins County Public Library at [info@booksale.org](mailto:info@booksale.org) to see how your book donation can be used.*