**Mary Bridge Brigade**

**Annual Guild Credit Report 2023**

Guild

Guild President (Representative) This report is due to the MB Brigade Office by **Friday, March 1, 2024.**

**Volunteer Hours:** Include activities that directly benefit Mary Bridge Children’s Hospital (MBCH).

See back of page for guidelines about which hours to include.

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| **ACTIVITY HOURS →** | **Guild Project Hours** | **Festival of Trees Hours** | **MBCH**  **Hours** | **Gift Shop Hours** | **TOTAL HOURS**  **↓** |
| **DATES ↓** |
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| **TOTAL HOURS →** |  |  |  |  |  |

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**In-Kind Donations:** Include donations of items to Mary Bridge Children’s Hospital (MBCH).

Attach copies of donation forms, assigning each donation a dollar value (fair market value). See back of page for guidelines about which donations to include.

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| **DONATIONS →** | **MBCH**  **Donations Value** | **Tree House Donations Value** | **WIC**  **Donations Value** | **TOTAL VALUE**  **↓** |
| **DATES ↓** |
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| **TOTAL VALUE →** |  |  |  |  |

Mail, fax, or email this form by **Friday, March 1, 2024:**

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| --- | --- | --- |
| **Mailing Address:** | **Fax:** | **email:** |
| Mary Bridge Brigade | 253-403-4763 | [**marybridgebrigade@multicare.org**](mailto:marybridgebrigade@multicare.org) |
| MS: 311-1-MBB |  |  |
| PO Box 5299 |  |  |
| Tacoma, WA 98415-0299 |  |  |

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**Volunteer Hours:** Include hours spent on activities that directly benefit Mary Bridge Children’s Hospital (MBCH). If you are unsure whether to include something, please ask.

* **Guild Project Hours** – Include hours spent planning and preparing for your Guild projects and fundraisers.

**Do not** include time spent in Guild business meetings.

* **Festival of Trees (FOT)** **Hours** – Include hours designing and decorating trees, etc. Also, include hours volunteering in a specific FOT job. FOT staff does not track these hours.
* **MBCH Hours** – Include hours spent serving as an MBCH Volunteer in clinic/hospital roles, community roles, and special event roles (patient assistance, Tree House, Bridges, Courage, Northwest Corks & Crush, etc.)
* **Mary Bridge Gift Shops** – Gift Shop hours. The gift shop does not track these hours.
* **Holiday Wreath Project** – Do not include any hours worked on the Holiday Wreath Project. The project chair tracks and reports these hours to the Brigade, for the annual report.

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**In-Kind Donations:** Donations of items, rather than money, to Mary Bridge Children’s Hospital (MBCH). Assign each donation a dollar value (fair market value), or the Mary Bridge Brigade Office will assign a value for you.

In-Kind Donations are reported on our annual report. Please consult your tax advisor before deducting this donation.

* **MBCH** – Include items such as hats, blankets, crafts, toys, Beads of Courage bags, etc.
* **WIC** – Include donated clothing, toys, diapers, gift cards, etc.

**Donations:** Include donations of items given to guilds, Peninsula Thrift Shop, Mary Bridge Gift Shops, etc. Please consult your tax advisor before deducting this donation. These donations are included in the guild/gift shop/thrift shop sales figures.

* **Peninsula Thrift Shop**-– Include items such as clothes, books, etc.
* **Guilds**– Include items such as items for garage sales, raffle items, auction items, etc.
* **Mary Bridge Gift Shops**– Include items such as books, sock monkeys, etc.