



**Team Basket Coordinator Packet**  
**Thank you for your participation and support!**

Here are some guidelines to help make this a success:

**1. Determine the theme of your basket.**

The theme can help narrow down what you need for your basket items.

**2. Make a list of items for your basket.**

Plan out what items you would like to have in the basket. Decide what items you are going to ask for from the team families and which ones you may get donated.

**3. Email the team families with the items you need for the basket.**

As soon as you have your theme selected, let the families know what items or services are needed. It is a good idea to give them the option of a small monetary donation, allowing you to purchase the items.

**4. Seek any other donations that may be needed**

Enclosed is a solicitation letter you can use when seeking donations.

**5. Prepare basket for opening day.**

As soon as you have all your basket items, creatively display them in a basket (cooler, bucket, wagon, etc.). If you need assistance with wrapping your basket/items, please be sure to contact the coordinator. Once your basket has been finalized, put a label on the bottom with your age group and team name, and complete the BASKET DETAIL form included in this packet.

**6. Distribute Raffle Ticket Information to families**

Raffle tickets can be purchased on-line prior to Raffle Basket Day and picked up at the Fields.

Email Angela Butherus ([specialevents@livermoregirlssoftball.org](mailto:specialevents@livermoregirlssoftball.org)) for more information. Refer to the Website for ticket purchasing.

**7. Ticket Prices**

Pre-Sale (online)- \$20 per sheet (25 tickets)

Opening Day= \$25 per sheet (25 tickets)

**8. Basket Drop-Off**

Raffle Basket Drop off will be on Saturday, April 29<sup>th</sup>, 8am

Baskets on Display: 9am – until last game of the day

**QUESTIONS?**

**Contact: Angela Butherus**

**[specialevents@livermoregirlssoftball.org](mailto:specialevents@livermoregirlssoftball.org)**



Dear \_\_\_\_\_

The Livermore Girls Softball Association is gearing up for our Annual Opening Day Team Raffle Basket event on **April 29, 2023**.

This fundraiser will help provide a quality softball experience for the girls in Livermore! The money raised goes directly to funding the maintenance of fields, new equipment, field rentals, etc.

Not only are we raising money for our softball players, we are acknowledging the amazing generosity of our community and their support of youth sports! We invite you to support our efforts by providing a donation to our team basket!

Should you have any questions, please contact me. I look forward to hearing from you.

Team Raffle Basket Coordinator: \_\_\_\_\_

Team: \_\_\_\_\_

Age Group: \_\_\_\_\_

*All donations are tax deductible.  
The LGSA Tax ID is 94-2618415.  
P.O. Box 905  
Livermore, CA 94551*



## TEAM BASKET DETAIL FORM

AGE GROUP: \_\_\_\_\_ TEAM NAME: \_\_\_\_\_

MANAGER'S NAME: \_\_\_\_\_

Coordinator Name/Phone/Email: \_\_\_\_\_

Total Value of Basket: \$ \_\_\_\_\_ Basket theme: \_\_\_\_\_

ITEMS:	\$ Value of Item	Business Name (if donated)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**BASKET DROP OFF- 4/29/23, 8:00-8:30AM @ Junction**