



### **General Information**

- The Grand Lodge will furnish \$100 per year to any Lodge who wishes assistance with their program.
- All cash donations need to be made payable to the “Washington Masonic Library and Museum Foundation.” (FEIN 91-1214866)
- ✦ Several Lodges have asked local retailers to donate money or bikes to the program. Usually the retailer asks for the tax exemption status and/or FEIN (Federal Employer Identification Number). Since the Washington Masonic Library and Museum is a public charity, tax exempt under 501(c)(3) of the Internal Revenue Code and is recognized by the IRS, anyone making a donation to this program is able to take a tax deduction in accordance with the federal law. Anyone can find this public charity listed in Publication 78 of the Internal Revenue Service.  
Any cash donation in the amount of \$250 or more will receive a letter from the Foundation.

### **Suggested Guidelines for Bikes for Books**

It is best to leave the program up to the school or library. Some schools use the State Accelerated Reading Program which has a point system. The school awards a ticket for the drawing when a student earns so many points. Others schools require a student to read and make book reports to earn a ticket to the drawing. Still other schools require a student to read a determined amount of books, say 10. The student is then given a ticket for the drawing once they have read the 10 books.

The Lodge does not have a ‘program’ on how to qualify for the drawing. The program for entry into the drawing is determined by the Principal and teachers. There are no limits set by the Lodge on how many times a student can enter the drawing. The Lodge does request, however, that boy’s and girl’s names be placed in separate containers for the drawing, as we wish to award both a boy and girl with a bike. The student does not have to be present the day of the drawing. If we draw the name of a student who is absent, the Masons make sure that the winning student is awarded the bike. The Lodges usually take the bike to the winning student’s home.

The program was such a success in one of our schools that the Principal asked the Lodge if the school could use the bikes in the spring quarter for the 4<sup>th</sup> grade math class. The principal explained that the 4<sup>th</sup> graders were having trouble in math and he felt the bikes would be a great incentive to the 4<sup>th</sup> graders to study harder. The Lodge told him to ‘go for it’ and at the end-of-the-school-year drawing, the Principal informed the Masons present for the drawing that the bikes had worked. The students had improved their math skills.

Hermanos del Arte furnishes a boy’s and girl’s bike at the beginning of the school year and the drawing is held at Christmas Assembly. While the students are on Christmas break, HdA delivers two more bikes to our schools, so the first thing the kids see upon returning to school is two new bikes that they have a chance to win. The drawing for these two bikes is held at the end-of-school-year assembly. This means the Lodge will furnish 4 bikes a year to each of the schools the Lodge is involved in. The Lodge is always invited to attend the assembly and draw the winning names. Our ladies also attend and a reporter from our paper is there to take pictures of the Masons and the winners of the two bikes. While William H. Jett lodge furnishes two bikes to each School in Wenatchee just before the Christmas break so the children will start reading during the break. The drawing is then held in early Spring.

It is very important that the bikes are put on display at the school. The first thing the kids see upon returning from summer break is the new bikes and also on returning from Christmas break. One Lodge in our area did not do this and only took the bikes to the school after the drawing was held. This Lodge had fewer entries into the Bikes for Books program than any Lodge involved in the program. It makes a big difference if the kids see the bikes on a daily basis and know they have a chance to win.

The Bikes for Books program has proven so successful due to the program's simplicity. The Masons do not try and sell a new reading program to the school. They simply provide the bikes as a reading incentive to the students. The Principal and teachers already have a reading program in place and know best how to use the bikes to get the students excited about reading and have a chance to win a new bike.

All the above also applies to our local Public Library. Most Lodges give the Librarian a boy's and girl's bike and the Librarian uses the bikes in the Library's summer reading program. The Librarian determines how the bikes will be awarded, sets the date for the drawing, arranges for the newspaper reporter to be present at the drawing, and gives the Masons a call inviting us to take part in the awards ceremony.

The Grand Lodge office has a very limited number of posters and bookmarkers available. If your Lodge wishes to apply for donations, you will need the EIN number for the Grand Lodge Library & Museum Foundation. You may get this by calling the Grand Lodge office. Decals for the bikes can be obtained from the Grand Lodge office so that when the students take the new bike home Mom and Dad know that the Masons gave their child a bike.

## Contribution Procedures

### RECEIPT OF CASH DONATIONS

1. Contribution is received by a Lodge.
2. Contributions are forwarded to the Grand Lodge office on a regular basis.
3. If the contribution is over \$250, a receipt is issued by the Grand Lodge office.

### PURCHASE OF BICYCLES

1. Lodge submits a payment request to the Grand Lodge.
2. The Grand Lodge prepares a Foundation check to the vendor.
3. The check is forwarded to the Lodge and taken to the vendor.
4. The Lodge receives the bicycle from the vendor.
5. The Lodge distributes the bicycle to the child.

### RECIPT OF BICYCLES AS A DONATION

1. Lodge submits to the Grand Lodge the name and address of the donor and the fair market value of the bicycles.
2. If the contribution is over \$250, a receipt is issued by the Grand Lodge office.
3. The Lodge distributes the bicycle to the child.

### TAX RETURN

The Library & Museum Foundation will need to file a tax return if the gross income for any calendar year is over \$25,000.



**Please contact:**  
Public Schools Committee  
[bikes4books@freemason-wa.org](mailto:bikes4books@freemason-wa.org)

**Mailing Address**  
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