

UA Cares: A Campaign for Community Giving
Department Campaign Coordinator
2013 Manual

UA Cares



Campaign for
Community Giving

www.uacares.arizona.edu

Department Campaign Coordinator Manual

TABLE OF CONTENTS

2013 Orientation Agenda	2
What is UA Cares?	3
Important Campaign Dates.....	4
Campaign Contacts.....	5
Coordinator To-do List.....	6
Giving Options.....	7
How Can an Employee Make a Contribution?	8-9
Sample Pledge Form	10
Sample Return Envelopes	11
Tips for Developing a Successful Campaign.....	12
Sample Dean/Dept Head Support Letter.....	13
UA Cares Guiding Principles.....	14
Frequently Asked Questions.....	15-16
How to Complete Your Campaign.....	17
Event Tracking Form.....	18
Vendor/Sponsor Thanks.....	19



UA Cares: A Campaign for Community Giving

New Department Coordinator Orientation

Agenda



- I Welcome & Introductions
 - Master of Ceremonies
Sheila McGinnis, Director of Outreach & Community Partnerships
Office of Community Relations
- II UA Cares: Programs & Priorities
- III Organization Presentations
 - University of Arizona Foundation
Andrea Miller, Assistant Vice President of Annual Giving & Donor Services
 - United Way of Tucson and Southern Arizona
Katherine Byrd, Resource Development Associate
- IV What it means to be a Department Coordinator
 - Coordinator Materials
 - Coordinator Check List
 - Dissemination of Information
- V How to Pledge
 - Online Pledging
 - “Fillable” Pledge Forms
 - Personalizing Pledge Forms
- VI Making your department campaign a success
 - Keys to a Successful Campaign
 - Tools for a Successful Campaign
- VII Other Important Information
 - FAQ’s
 - Important Campaign Dates
 - Completing Your Department’s Campaign
 - Campus Drop-off Points
 - Contact Information & Websites
- VIII Questions and answer session

What is UA Cares: A Campaign for Community Giving

UA Cares is a University of Arizona faculty & staff giving initiative providing UA employees with the opportunity to support UA services and programs and the broader community. Through UA Cares, employees can give to any University programs and services through the UA Foundation or to any non-profit organizations or *Community Impact Areas* through the United Way of Tucson and Southern Arizona.

Why Should I Participate in UA Cares?

CHOICE – Through UA Cares, employees can give to any University programs and services through The University of Arizona Foundation, to any 501 (c)(3) non-profit organizations or *Community Impact Areas* through the United Way of Tucson and Southern Arizona, or any combination of the above.

EASE – Employees can contribute by payroll deduction, personal check, or credit card. Employees can give by submitting a paper pledge, or online through UAccess (payroll deduction gifts only.)

SUPPORT OUR COMMUNITY – UA Cares makes it easy to support our community. Through UA Cares, the University of Arizona facilitates community giving as part of its mission. Participation in the campaign is completely voluntary and each employee makes a personal choice in deciding whether to participate.

For more information, please visit the following websites:

UA CARES

www.uacares.arizona.edu

UA Foundation

www.uafoundation.org

United Way of Tucson and
Southern Arizona

www.unitedwaytucson.org

IMPORTANT CAMPAIGN DATES

Kick Off Event & Agency Fair

- **Tuesday, October 8, 2013** – Student Union, South Ballroom 8:00 – 9:30 am

Stop by to learn more about how you can support local non-profit agencies and UA programs and services. Don't forget a few dollar bills...we'll be selling raffle tickets for some fabulous prizes: \$1 each or 6 for \$5.



As a special THANK YOU, a complimentary breakfast will be served at 8:00 am.

Envelope Drop-Off Points

Main Campus

- **Tuesday, November 26, 2013** – 11:00 am – 1:00 pm – Administration Bldg, Main Lobby
- **Wednesday, December 4, 2013**, 11:00 am – 1:00 pm – Administration Bldg, Main Lobby

AHSC

- **Friday, December 6, 2013** – 11:00 AM – 1:00 PM – AHSC, Room 2500D
- You may also arrange a drop off by calling the UA Cares office at 626-4671.

Culmination Event

- **Tuesday, February 4, 2013**, 3:00 pm – 4:30 pm, Vine Street Annex

Come celebrate your work on this year's campaign. Free raffles will be held throughout the event. Complimentary appetizers and refreshments will be served.

CAMPAIGN CONTACTS

The Office of Community Relations

www.uacares.arizona.edu

If you have general questions regarding the UA Cares campaign, please contact the Office of Community Relations.

Sheila McGinnis, Director of Outreach & Community Partnerships

626-4671

uacares@email.arizona.edu

The University of Arizona Foundation

www.uafoundation.org

To obtain fund account numbers, please visit:

<http://www.uafoundation.org/netcommunity/page.aspx?pid=360>

To obtain information about gifts to the University, please contact:

Andrea Miller, Assistant Vice President of Annual Giving & Donor Services

621-5458

Andrea.miller@uafoundation.org

United Way of Tucson and Southern Arizona

www.unitedwaytucson.org

To obtain United Way materials, to book a presentation or if you have questions about United Way, please contact:

Katherine Byrd, Resource Development Associate

903-3917

kbyrd@unitedwaytucson.org

UAccess

<https://uaccess.arizona.edu>

For specific questions on online giving through UAccess, please contact the 24/7 Support Center at 626-TECH (8324)



COORDINATOR TO-DO LIST

- ❑ Mark your calendar with reporting deadlines.
- ❑ Attend an orientation session.
- ❑ Display UA Cares posters in your area and distribute informational material provided to you regarding giving options.
- ❑ Distribute UA Cares pledge forms electronically to all employees in your unit.
- ❑ Be available to answer questions and explain how to complete the pledge form or submit payroll deduction pledges online.
- ❑ Present information about UA Cares at a staff meeting or planned event or contact Sheila McGinnis at 626-4671 to schedule a brief UA Cares presentation for your area, which will include information on UA Cares giving options, UA Foundation and United Way.
- ❑ Ask your dean, department head, or director to support the campaign by signing a letter of endorsement or by hosting an event. See page 12.
- ❑ Consider asking local merchants to donate incentives for your department campaign. Use these incentives with your creative campaign ideas to make an impact.
- ❑ If you collect your pledge forms and checks prior to December 6, 2013, call 626-4671 to arrange to drop off your packet. For envelope drop off dates, check page 4 of this manual.
- ❑ Remember to separate UA Foundation & United Way pledge forms. Fill out the front of the envelopes for both UA Foundation and United Way. If you need assistance please call Sheila McGinnis at 626-4671.
- ❑ Thank contributors in your area.



REMEMBER...

- ❑ All **completed** pledge forms must be signed. (**Blank pledge forms should not be signed.**)
- ❑ UA Foundation and United Way pledge forms should be separated.
- ❑ The total annual gift should be noted.
- ❑ All checks must be attached to the appropriate pledge forms.
- ❑ Ensure that combined agency designations equal the total annual gift on each pledge form.

GIVING OPTIONS

You may direct your gift to any 501(c)(3) non-profit(s) or any *United Way Community Impact Areas* through the *United Way of Tucson and Southern Arizona*, any *University of Arizona* department or program through *UA Foundation*, or any combination of the above.

United Way of Tucson and Southern Arizona

UA Employees Can Contribute to:

- ❖ Any non-profit organization(s) having 501(c)(3) status.
- ❖ Any number of the three *Community Impact Areas* (Education, Income, Health), or Helping Working Poor Fund
(To obtain more information about United Way giving areas please visit their website at www.unitedwaytucson.org)

UA Foundation

UA Employees Can Contribute to:

- ❖ UA Employee Emergency Fund, Designation ID: 20-10-2005
- ❖ Arizona Assurance Endowment, Designation ID: 40-11-6352
- ❖ Old Main Renovation Fund, Designation ID: 20-10-2197
- ❖ Scholarship and Fellowship Endowments
- ❖ Any University project or area. To find the name and designation ID, please visit the UA Foundation website at www.uafoundation.org and click on Find A Gift Opportunity – Giving Search.

UA employees may give through both the United Way and UA Foundation by filling out the top and bottom sections of the pledge form and returning both sections to their department coordinator, or by donating payroll deductions through UAccess and giving through both giving options.

Donors wishing to give to more than one non-profit agency, area, or program and are unable to fit their list on the paper pledge form may attach a sheet with additional designation information to the personal form. Additional designations must include the total amount that the donor intends to give to each additional area.

Undesignated contributions will be directed to the following areas:

United Way: *Community Impact Fund* - helps all three Community Impact Areas

UA Foundation: Arizona Assurance Endowment

HOW CAN AN EMPLOYEE MAKE A CONTRIBUTION?

Employees have the following choices for payment in this year's campaign.

- ❖ Payroll Deduction - by pledge form or UAccess
- ❖ Personal Check – by pledge form only (Payable to United Way and/or to the UA Foundation)
- ❖ Credit Card – United Way: By pledge form only.
- ❖ Credit Card – UA Foundation: Go to www.uafoundation.org/give/uacares

REMINDER: Donors contributing through payroll deduction or by credit card using paper forms must include a signature, or their forms cannot be processed.

WHERE TO FIND A PLEDGE FORM:

- ❖ Pledge Online Through UAccess – **Payroll deduction only!**
UAccess Employee → Self Services → Payroll and Compensation → UACares *or*
- ❖ Use the fillable PDF form distributed electronically by the coordinator. Fill out the form on your computer, print out completed form and give it to coordinator. If an employee doesn't have computer access, forms may be filled out by hand, but please check for legibility, particularly the EmplID. *or*
- ❖ [Pledge forms](#) are available on the UA Cares website: Fill form out on your computer, print out and return to your department coordinator. *or*
- ❖ Fill out personalized form received from departmental coordinator.

What Do I Need To Know About Online Giving through UAccess?

The two most important things to know about online giving are:

- ❖ Online you are able to submit payroll deduction gifts for any number of pay periods you choose. To submit a one-time gift by check or credit card, you need to submit a paper pledge form.
- ❖ If you submit online, do not submit a paper pledge sheet. If your department coordinator wants to collect all paper pledge forms, check the "I GAVE ONLINE" box on the form and no further information is necessary.
- ❖ After you submit online, you will not be able to log back in to change your pledge amount. To make changes, contact Sheila McGinnis at 626-4671.
- ❖ For online giving questions contact the 24/7 Support Center at 626-TECH (8324).

What Do I Need To Know About the Paper Pledge Form?

Fillable PDF Pledge Forms

As a coordinator, you will receive an electronic fillable PDF form. Please circulate the form by email to all employees in your unit and ask them to fill them out on their computer, print out, and return to you. Fillable pledge forms can also be downloaded at: http://www.uacares.arizona.edu/ways_to_give.

Auditing Your Department Pledges

Coordinators are given two auditing envelopes: One for the United Way of Tucson and Southern Arizona and one for the University of Arizona Faculty & Staff Campaign (through UA Foundation). You are asked to separate forms along the dotted line and place them in the appropriate envelope after collection (see page 11).

For each envelope you will need to record the number of pledges by type (check, payroll deduct, and credit card), the total amount of money pledged per category, and your contact information. Please sign and date the envelopes as they are official campaign records.

Envelopes can be returned at any designated drop off point. See *Important Campaign Dates* (page 4).

Please do not send your forms to Payroll or through campus mail. If you are unable to drop off your envelope and have missed the drop off days, you may arrange to drop off your envelope by calling the UA Cares office at 626-4671.



UA Cares 2013

Complete this Form or Give Online: <http://uaccess.arizona.edu>
UAccess → Self Service → Payroll & Compensation → UA Cares



www.uacares.arizona.edu
626-4671

Payroll deductions from January 2014-December 2014

PLEASE COPY COMPLETED FORM AND
RETAIN FOR YOUR TAX RECORDS

The University of Arizona

3 Easy Ways to Give!

NAME	_____
EMPLID	_____
PHONE	_____
DEPT	_____ #

1. Payroll Deduct I WOULD LIKE MY GIFT TO BE ANONYMOUS I GAVE ONLINE!

I authorize payroll deductions of \$ _____ per pay period \$20 per pay period \$10 per pay period \$5 per pay period
 Fiscal (24 pay periods) Academic (18 pay periods) Other # of pay periods _____
 (MAX. 24)

2. Check I have enclosed a check for \$ _____ (Please make your tax-deductible check payable to UA Foundation)

3. Credit Card To make your gift by credit card, please go to www.ufoundation.org/give/uacares

My Gift is Designated To*:

* Double Your Gift! An anonymous donor has pledged \$40,000 to match, dollar-for-dollar, gifts through UA Cares to the Arizona Assurance Endowment. Every \$1 you donate to the Arizona Assurance Endowment will be worth \$2.

- UA Employees Emergency Fund 20-10-2005.....Amount \$ _____
- Arizona Assurance Endowment 40-11-6352.....Amount \$ _____
- OtherAmount \$ _____

(REQUIRED - Please specify Foundation fund account name and number.)

My gift is not being directed to an account from which I benefit and on which I am the authorized signer.

*If designation is not indicated, gift will go to Arizona Assurance Endowment.

Signature (Required) _____ **IMPORTANT** Date _____ UAC 13-14

United Way of Tucson and Southern Arizona – 3 Easy Ways to Give!

NAME	_____
EMPLID	_____
PHONE	_____
DEPT	_____ #

1. Payroll Deduct I WOULD LIKE MY GIFT TO BE ANONYMOUS I GAVE ONLINE!

I authorize payroll deductions of \$ _____ per pay period \$20 per pay period \$10 per pay period \$5 per pay period
 Fiscal (24 pay periods) Academic (18 pay periods) Other # of pay periods _____

2. Check I have enclosed a check for \$ _____ (Please make your tax-deductible check payable to United Way)

3. Credit Card # _____ Exp. _____ Amount \$ _____

Billing address is required for processing. Your credit card statement will show a charge to United Way. By completing and returning this form you authorize United Way to charge your account for the amount specified.

Credit Card Billing Address _____ City _____ State _____ Zip _____

Select where your gift will be invested (please see back of form for details)

Community's Impact Fund (addressing our communities most pressing needs) Amount \$ _____

Impact Areas Education Income Health Amount \$ _____

Helping the Working Poor Fund Amount \$ _____
(Your gift may be eligible for a state tax credit - consult your tax advisor for more information)

Other Amount \$ _____

(IRS Qualified Non-Profit/501(c)3 Agency or Agencies)

Signature (Required) _____ Date _____

TIPS FOR DEVELOPING A SUCCESSFUL UA CARES CAMPAIGN

Your area's campaign will be most effective if you find ways to engage employees, encourage them to think about what issue areas are most relevant for them, and provide highlighted options related to your area's mission and goals. Remember, choice is the benchmark of the campaign but it is okay to guide attention to specific programs. This may help to inspire those who may not otherwise give. Below are some guidelines for developing an effective campaign.

- Bring together key people in your college or department to brainstorm themes, issues, and/or programs that are relevant to your area. Key people could include your dean, department head, development director, communications coordinator etc.
- Determine issues and programs that you might want to highlight and encourage employees in your area to support. This could include a related scholarship fund, student based program, a non-profit organization or initiative that has relevance or interest to those in your area.
- Coordinators meet to discuss steps in the campaign process and develop a communication/event strategy and campaign calendar.
- Do some novel things to bring attention to UA Cares, your highlighted area and the many giving options available through UA Cares.
- Plan for written communications periodically during the campaign, including an introduction letter from your Dean or Department Head (see example on page 13), follow up reminders, and a final reminder to pledge online or turn in pledge form.
- **Have fun!**

Sample Dean/Department Head Letter
(Available at www.uacares.arizona.edu/coordinator_info)

<<*Date*>>

MEMORANDUM

To:
From:
Subject: UA Cares Campaign for Community Giving

The 2013 UA Cares campaign is right around the corner! This is a time when University employees have the opportunity to donate to a myriad of funds here at the University and to non-profit initiatives throughout the community. The campaign has successfully partnered with the UA Foundation and the United Way of Tucson and Southern Arizona over the past eleven years. During that time, employees have made a real difference in the lives of others by supporting student scholarships, groundbreaking medical research, critical community programs that provide food, health care and housing for our most vulnerable citizens, and much more.

I'm also pleased to inform you of two exciting UA Cares giving options: The University of Arizona [Employee Emergency Fund \(EEF\)](#) provides employees with the opportunity to support colleagues who face an unexpected, temporary financial hardship as a result of sudden illness, a family crisis or a natural disaster. This new program is a fantastic avenue for helping colleagues in need.

Another great program is Arizona Assurance Endowment, which provides Arizona residents with financial aid and support services to successfully attain their bachelor's degree at the U of A. An anonymous donor has pledged \$40,000 to match, dollar-for-dollar, gifts through UA Cares to the Arizona Assurance Endowment.

Or, if you'd like to give to a program close to home, please consider a gift to our very own [Program Name and Designation ID]. [Brief explanation]

[Coordinator Name] is serving as this year's UA Cares coordinator. She/he will be providing you with campaign information and can be reached at [Phone Number] . [Coordinator Fname] will be happy to answer any questions or address any concerns you have about the UA Cares employee giving campaign.

Our department can make a considerable impact on the university and the community! I urge you to consider making a contribution – a gift of any size makes a difference.

Sincerely,
<<Department Head, Dean, etc>>

Below is a list of areas and programs that colleges or departments might consider highlighting:

- ❖ Department or College Student Scholarship Funds
- ❖ College Directed Community Service Activities
- ❖ Student Initiated Community Service Programs
- ❖ United Way *Community Impact Areas*
- ❖ Non-profit organizations doing work specifically relevant to your area

UA Cares Guiding Principles

Best Practices

The United Way and UA Foundation follow the highest professional standards for donor confidentiality. In order to ensure transparency in our fundraising activities while honoring donors' demand for confidentiality, the University of Arizona Foundation and the United Way of Tucson and Southern Arizona will not provide individual gift reporting information. Both organizations will provide summary information for departments. Both organizations also request that UA Cares department coordinators utilize the utmost discretion in maintaining donor confidentiality when collecting paper pledge sheets.

Department Campaign Information Available to Coordinators

The UA Cares campaign administrators will provide UA Cares coordinators and departments with the following information regarding departmental campaign results:

- Total number of department's employee gifts
- Total dollar amount of combined gifts
- Breakdown of total number of gifts and dollar amount for United Way and UA Foundation
- Number of employees who participated from the department
- Percentage rate of participation for the department

It should be noted that University of Arizona development officers have access to donor information for donations to their particular area of responsibility only. This allows for appropriate gift acknowledgement.

FREQUENTLY ASKED QUESTIONS

What is **UA Cares**?

UA Cares is a University of Arizona workplace giving initiative providing employees with the opportunity to support UA services and programs and the broader community. Through UA Cares, employees can give to any 501(c)(3) non-profit organizations or *Community Impact Areas* through the United Way of Tucson and Southern Arizona, or to any University program and service through the UA Faculty and Staff Campaign.

- **Why should I support the campaign?**

Supporting the campaign means making a difference in our communities... feeding families, giving the gift of education, providing mentoring for our youth or helping to fund vital medical research. Through UA Cares, employees can give to a *Community Impact Area* through the United Way of Tucson and Southern Arizona, and/or ANY nonprofit organization(s), and/or to any area of the University through the University of Arizona Foundation.

- **Do I have to choose between giving to the United Way and giving to the UA?**

No. You can designate whatever amount you want to each.

- **If I make my gift by check, do I have to write two checks?**

Yes. Because the United Way and University of Arizona Foundation receive, record, and acknowledge gifts through separate accounting systems, two separate checks are necessary.

- **If I want to give to a non-profit agency that isn't a United Way partner, how can I do that?**

There is a line for write-in agencies on the pledge form, and there are several lines for write-ins on the online giving system. Your gift will go where you designate, minus an 11-percent administrative fee collected by the United Way of Tucson and Southern Arizona. When you contribute directly to United Way of Tucson and Southern Arizona's **Community Impact Fund**, it allows United Way to make the greatest impact in the community. Through United Way's unique ability to multiply your investment, they are able to secure state, local, and federal grants along with volunteer support allowing them to allocate resources where they are most needed. **Every dollar invested is equal to \$5.66!** Donors wishing to give to more agencies, areas or programs than they can list on the paper pledge form, may attach a sheet with additional designation information to their personalized form. Additional designations must include the total amount that the donor intends to give to each additional area.

- **If employees give their money to the UA, won't that reduce the amount of money that goes to the community through United Way?**

It is unlikely. These two campaigns have co-existed for many years. Coordinating them simply means that employees can make all their donations in a single transaction instead of having to participate in two separate campaigns.

- **Why should I give to the UA when it is a public University?**

Contrary to common perception, the University is not a state-supported institution. It is only state-assisted, receiving less than 20-percent of operational budgets from the state on an annual basis. The remainder must come from other sources and private support is crucial.

- **How can I make a pledge?**

You can make a pledge by filling out the pledge form sent by email to you by your campaign coordinator on your computer. Pledge forms can be used for payroll deduction gifts, and one time cash and credit card gifts to the United Way. Pledge forms can be submitted for payroll deductions, cash or check to UA Foundation. If you wish to give to the UA Foundation by credit card go to www.aufoundation.org/give/uacares. OR you can submit payroll deduction gifts online by going to UAccess – Self Service - Payroll & Compensation – UA Cares.. By following instructions on the UA Cares option, you may give through the UA Foundation, the United Way or both.

- **What is the administrative cost of my donation?**

Through the United Way of Tucson and Southern Arizona, 11-percent of your gift goes to administrative costs. When you contribute directly to United Way of Tucson and Southern Arizona's **Community Impact Fund**, it allows United Way to make the greatest impact in the community. Through United Way's unique ability to multiply your investment, they are able to secure state, local, and federal grants along with volunteer support allowing them to allocate resources where they are most needed. **Every dollar invested is equal to \$5.66!**

Gifts to the UA through the UA Foundation in excess of \$5,000 are subject to a 6-percent administrative fee. Gifts below \$5,000 are assessed no administrative fee.

- **If I change employers after making an annual gift through payroll deduction, am I obligated to complete my entire pledge?**

No. If you become unemployed or change employers, your payroll deduction will stop automatically. If you wish to continue your pledge through other means, please contact the UA Foundation or the United Way of Tucson and Southern Arizona directly.

- **Can I give to my own program through the UA Faculty and Staff Campaign?**

Certainly; in fact, such gifts are welcome. However, there are significant limitations as to the tax-deductibility of amounts given by researchers to their own projects. Also, you will have to agree that your gift is not being directed to an account from which you benefit and on which you are the authorized signer.

- **Will I receive a tax deduction for my gift?**

In the vast majority of cases, yes. There are certain limitations, however. Please check with your tax advisor.

- **I am concerned about my personal information being utilized by external agencies.**

The Office of Community Relations acts as a liaison between the donor and United Way of Tucson and Southern Arizona. Only the information necessary to process your pledge is released.

COMPLETING YOUR CAMPAIGN

- Mark your calendar! The UA Cares campaign ends on Friday, December 6, 2013.
- Collect **completed** pledge sheets and make sure they have been signed.
- Pledges that are made online should not be included in envelope totals.
- Shred blank pledge sheets.
- Cut pledge sheets along the dotted line! Then separate UA Foundation pledges from United Way pledges and put in their respective envelopes.
- Fill out pledge information on the front of each envelope and sign off.
- Fill out the UA Cares 2013 Awards Fax Back form.

Important Reminder! Confused? Don't worry! Call Sheila McGinnis at the UA Cares office at 626-4671.

- For information about your department's campaign totals, please contact uacares@email.arizona.edu.

UA Cares 2013 Event Tracking Form

Thank you for your hard work during this year's campaign. We want to ensure we keep track of all fundraising activities held on behalf of UA Cares. Please take a moment to document any special activities you hosted to help raise funds for either university or community programs.

Department Name: _____

Coordinator/Co-Coordinator Name: _____

Number of Employees: _____ Phone Number: _____

Special Event Details

Name of Event: _____

Date of Event: _____ Funds raised: _____

What organization(s) or program(s) did these funds benefit?

Did you deliver funds directly to the beneficiary? yes no

Do you have a receipt from the beneficiary? yes no
(If yes, please provide a copy of your receipt with this form)

Estimated number of participants: _____

Please provide a short summary of your event:

Please fax form to 621-6011 or email to smcginnis@email.arizona.edu immediately following your event. If you have any questions call Sheila McGinnis at 626-4671. Thank you 😊

VENDOR THANKS

Special thanks to the following vendors for donating
Resources and raffle prizes to UA Cares 2013.
(Donations as of September 6, 2013)

It wouldn't be possible without them.
Please support these community-friendly businesses!

Alphagraphics
Best Western Plus – TIA
Desert Subway
Desert Vista Ace Hardware
Golf N' Stuff
H.F. Coors Factory & Store
Lodge on the Desert
Museum of Contemporary Art
Radisson Suites Tucson
**The Arizona Aerospace
Foundation**
The Blonc Inc (Rocks and Ropes)
The Mini Time-Machine Museum
Tucson Botanical Gardens



YOUR DOWNTOWN  OASIS

