

**July 6, 2018**

**RE: Fall Festival Silent Auction Donation Request**

Dear Community Partner:

I am writing on behalf of our Grace Miller Elementary school community. I am inviting you to participate in our **2018 Grace Miller Elementary Fall Festival Silent Auction**. The silent auction is a great opportunity to promote your business and show school and community support!

Our annual Fall Festival is on **Friday, October 26, 2018**. This highly anticipated and well-attended event of over 3,500 people brings our families together to support our school. Children's musical entertainment, games, crafts, local food vendors, and the silent auction are just a few of the many activities planned for our annual Fall Festival. The Silent Auction at our Fall Festival is a great way to support our children and school and a great opportunity to promote your business, products and services.

**Grace Miller PTA** is an all-volunteer non-profit organization that develops and delivers an annual program. Our goal is to enrich the lives students in the Grace Miller Elementary community. The PTA raises money to implement and/or continue learning opportunities that would otherwise not be possible. Funds raised at this year's event will enable us to provide enrichment activities for our students including supplemental reading, art, and athletic programs, educational field trips, assemblies, and purchase much needed classroom, library and technology resources. We depend on the support of our community partners to continue to provide a high quality educational experience for our children. In 2017 we raised over \$22,000, which helped us purchase 96 Chromebooks and 3 Chromebook carts for our students (and much more)! Can you help us reach our 2018 goal of \$25,000?

**It is our hope that you would consider a donation.** All donations are greatly appreciated and are tax deductible (Grace Miller PTA's Tax Identification Number: 95-6006170). Your generosity will be acknowledged at the event, in the school's monthly newsletter, and on all of our social media sites (Twitter, Facebook, and our Web Sites).

If you are able to support us, please complete and return the enclosed form **by Monday, October 1, 2018** retaining the lower portion as your receipt. But, please don't wait till the last minute to give and demonstrate your generosity. The sooner you give, the sooner we can start recognizing your business in Fall Festival event emails and print marketing materials.

If you have questions about our Silent Auction please contact me via email at [mareque3@gmail.com](mailto:mareque3@gmail.com) or call me directly on my cell phone at 818.468.5897 for any questions.

Sincerely,

Dee Mareque

Grace Miller PTA, Vice President of FUNdraising!  
Silent Auction Coordinator, Fall Festival 2018





### Silent Auction Donation Form

Yes! I would like to support the children at Grace Miller Elementary by contributing an item for the Fall Festival Silent Auction held on **Friday, October 26th, 2018!** All donation items for silent auction must arrive delivered/picked up by October 1st.

**Please complete this form and attach to your donation:**

Donor or Company Name (as you would like it to appear): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_ Fax: \_\_\_\_\_

Description of Items or Services Donated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Estimated Value: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Restrictions, if any: \_\_\_\_\_

- Check One:  Item or gift certificate is included with this form.  
 I will send or deliver item(s) to Grace Miller PTA,  
 Attn: Dee Mareque at 1629 Holly Oak St., La Verne, CA 91750 **by October 1st, 2018.**  
 Please contact me (info above) to arrange for pick-up (local La Verne only).  
 Please make a gift certificate for me. (Value & Expiration Date noted above.)  
 Event Sponsorship \$500; Booth Sponsorship \$200 (limited availability), or donation is included with this form. Please make checks payable to **Grace Miller PTA.**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### 2018 Grace Miller Elementary Fall Festival Donor Receipt

Your donation will be included in the annual Silent Auction part of our Fall Festival fundraiser on October 26th, 2018 to benefit Grace Miller Elementary. We appreciate your generosity and continued support in making this event a HUGE SUCCESS for our children!

Donation: \_\_\_\_\_

Estimated Value: \_\_\_\_\_ Date: \_\_\_\_\_

Grace Miller PTA Tax ID Number: 95-6006170

### Thank you for supporting our Roadrunners!