March 2013

Dear Friends,

We are writing on behalf of our progressive public elementary school, the **East Village Community School** of Manhattan. We are seeking donations for our school’s largest and most important fundraiser of the year, THE EVCS ANNUAL SPRING GALA AUCTION.

Your generous donation(s) will be auctioned off at a catered event on Saturday, May 4, 2013. All proceeds directly benefit all of our children attending EVCS, grades pre-k – 5. This fundraiser and community event is critical to our Parent Association’s ability to continue supporting the school and our children’s education. As you may be aware, public school budgets have been severely cut. As a result, schools are now forced to raise their own funds to continue providing important enrichment programs. In addition to the public cuts, as a Zone A school, EVCS experienced significant loss due to flooding caused by hurricane Sandy that we have not been able to recover.

Nearly all of our Parent Association budget goes to pay for enrichment programs that the school budget no longer covers: music and theater arts. If it weren’t for PA support of these classes, they simply would not be available to our children. It is for these reasons that we are asking you to support us by donating goods or services that can be auctioned off at our Spring Gala & Auction Fundraiser.

**TO DONATE**, please fill out the donation form on the reverse side of this letter. Please complete the information clearly so that we may best represent your donation and can thank you properly following the event. If you prefer that we pick up your item, please contact us and we will gladly send someone to collect it. The Parent Association of EVCS is a not-for-profit 501(c)(3) organization and all donations are tax deductible as provided by the law.

It truly takes a village to raise a child. We are a village, the East Village, and these are our children. Please take this opportunity to be a member of our village and help out with a donation. We greatly appreciate and thank you in advance for your contribution.

If you have any questions, please do not hesitate to contact Jayne Wexler or James Bromberg at events@evcsnyc.org.

Kindest regards,

The Parent Association of The East Village Community School of Manahattan
DONOR INFORMATION
To be Included in the program, your donations must be received by April 19

THANK YOU FOR YOUR SUPPORT!

IMPORTANT INFORMATION FOR BID SHEET DESCRIPTION
Suggestion: Attach a business card to provide name and contact information

Name of the item or service donated: ____________________________________________
Please briefly describe the donation: ____________________________________________

Retail Value (please estimate to the best of your knowledge): $ ____________________
Expiration Date (please use May 4, 2013 as the base date for a six month or one year expiration date) ____________________

Any rules or special instructions for the winner: ____________________________________
Who is the donor: (Name of person or business): __________________________________
Address of business if store or restaurant: ________________________________________
Website: ________________________________
Who should we contact if there is a question about the donation: (Name, Phone Number, Title):

To whom should we send a thank-you/tax receipt? (Name and Address): __________________

PLEASE CHECK THE FOLLOWING:
_____ GIFT CERTIFICATE
_____ CALL TO ARRANGE PICK UP/DELIVERY
_____ PRESENT THIS FORM
_____ DONATION WILL BE MAILED
TO REDEEM DONATION
TO THE SCHOOL:

SOLICITOR INFORMATION
Solicitor’s Name
Phone/ Email
Child’s Name
Child’s Class

FOR FURTHER INFORMATION, contact Jayne Wexler or James Bromberg at events@evcsnyc.org.

EAST VILLAGE COMMUNITY SCHOOL 610 East 12th Street, New York, NY 10009
EVCS PARENT ASSOCIATION P.O. Box 1024, New York, NY 10009