

EVCS ANNUAL SPRING GALA AUCTION



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

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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

_____ PRESENT THIS FORM
TO REDEEM DONATION

_____ CALL TO ARRANGE PICK UP/DELIVERY

_____ DONATION WILL BE MAILED
TO THE SCHOOL :

SOLICITOR INFORMATION

EAST VILLAGE COMMUNITY SCHOOL
610 East 12th Street, New York, NY 10009
ATTENTION: JAYNE AND JAMES RE: EVCS GALA

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