



St. Theresa School 60th Anniversary Fundraiser Donation Request Letter
Tashua Knolls Banquet & Restaurant April 30, 2016

To Whom It May Concern:

St. Theresa School of Trumbull, CT would like you to take a couple of minutes to read about our upcoming fundraiser event taking place on Saturday, April 30th at Tashua Knolls Banquet & Restaurant. We would like to kindly ask that you participate with an in-kind donation to the silent auction.

We anticipate at least 175 guests at this fundraiser and the monies raised will be donated to St. Theresa School to fill the needs of repair and maintenance at the school's 60 year old facility. In addition, the monies will supply the classrooms with the technology tools needed for the students to be competitive for the future. We need your help to make this event a big fundraiser and contribute to the essentials of St. Theresa School.

In exchange, you will receive some excellent community exposure and promotions. Your company name, address, phone number and donation will be listed in the Digital Auction Brochure that will be emailed out one week prior to the event. In addition, the same information will be included in its printed companion to be distributed at the event.

Your donation is tax deductible, we would be happy to provide our Tax ID number upon your request.

We will gladly pick up your donation, or it can be mailed to St. Theresa School. The address is listed below. In order for your item to be included in the Digital and Printed Auction Brochures we must receive it by Friday, April 1st. Please fill out the attached Donation Form and e-mail it to hsa@stesonline.org. Or you can drop it off with your donation at the St. Theresa School 55 Rosemond Terrace, Trumbull, CT 06611. Please mark your package Silent Auction. If you have any questions please do not hesitate to contact one of us at sonya.jarvis@sbcglobal.net 347-886-0275 or mem.lieby@gamil.com 203-856-6554.

Thank you in advance for considering our request and for supporting St. Theresa School in Trumbull, CT.

Regards,

Sonya Jarvis
Co-President
St. Theresa School
Home School Association

MaryEllen Lieby
Co-President
St. Theresa School
Home School Association

CC: Mr. Vittoria, Principal



St. Theresa School 60th Anniversary Fundraiser
Tashua Knolls Restaurant
April 30, 2016
Silent Auction Donation Form

Donor Representatives Name: _____

Donor Company Name: _____

Mailing Address: _____

Address: _____

EMAIL: _____

Phone Number: _____

Description of item or service being donated

Approximate Retail Value: _____

Minimum Bid Recommended: _____

Thank you for your support!

Please return this form or email the same information to hsa@stesonline.org by April 1, 2016 to be included in the Digital and Printed Silent Auction Brochures.

St. Theresa School, 55 Rosemond Terrace, Trumbull, CT 06611.