

Francis Scott Key Elementary School PTA
5001 Dana Place, NW
Washington, DC 20016

November 1, 2009

Dear Friend of Key School:

We are writing on behalf of the Francis Scott Key Elementary School PTA, a non-profit organization devoted to the improvement and enhancement of Francis Scott Key Elementary School, a Washington, DC public school. Planning is underway for the annual Spring Auction benefitting Key, which will be held on March 20, 2010. The event will feature live and silent auctions and will celebrate the diversity of Key's student body, which represents more than 40 countries. The auction attracts more than 300 supporters and dignitaries from our neighborhood and elsewhere in the city. The success of the auction depends on the generosity of people, businesses, and services around the region. We hope that you will donate a valued item to the Spring Auction.

The money raised at our auction augments the funds provided by the DC public school system. For example, proceeds from last year's auction are being used to pay the salaries of several teachers' aides, enabling the school to place an aide in each of the seven classrooms with students in First Grade or below, where additional teaching resources are needed the most. The PTA also pays for classroom supplies and textbooks for all classes at Key and helps fund teacher professional development. The funds we raise are critical to the continued success of our children, and to ensure that Key maintains the standards and commitment to education that won it the *Blue Ribbon School of Excellence* recognition last fall.

In addition to contributing to a great cause, the auction will provide your business with excellent exposure to our audience of families and friends. We will prominently display your name in our auction catalog, encouraging event attendees to patronize your business. As a donor of an item valued at \$50 or more, you will also be recognized in an advertisement in the *Northwest Current* and the Palisades Citizens Association Newsletter as a supporter of our neighborhood's public school.

Please complete the enclosed donation form and return it directly to the school at your earliest convenience, but no later than February 12, 2010 to ensure that your donation will be included in the advertisements. On behalf of the students, parents, and teachers of Key Elementary, we thank you in advance for your consideration and continued support.

Sincerely,

Kim Christo, Caitlin Durkovich, and Maria Emanuel
2010 Spring Auction Committee Chairs