

**Francis Scott Key Elementary School PTA**  
**5001 Dana Place, NW**  
**Washington, D.C. 20016**

Dear Friend:

We are writing on behalf of the Francis Scott Key Elementary School PTA, a non-profit organization devoted to the improvement and enhancement of Key Elementary, a D.C. public school. Plans are well underway for our annual spring auction, which will be held Saturday, March 24, 2007 at the French Embassy. The event, which will feature live and silent auctions, will attract more than 250 supporters from our neighborhood and elsewhere in the City. We are counting on your generosity and hope that you will donate a valued item to our auction.

Every spring the Key School PTA hosts its annual auction to augment the funds provided by the DC public school system. The funds raised by the auction are critical to the continued success of our students. For example, proceeds from last year's auction are paying 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 has also used auction proceeds to pay for calculators, textbooks, and other classroom supplies, fund field trips that support the curriculum, and finance improvements to our school building and grounds.

In addition to contributing to a great cause, the auction will provide your business with excellent exposure to our audience of families and friends. As an auction donor, your company's name will be prominently displayed in our auction catalog and event attendees will be encouraged to patronize your business. Please feel free to send brochures, samples, and business cards that can be displayed alongside your donation.

Please complete the enclosed donation form and return it directly to the school at your earliest convenience, but no later than March 11, 2007, to ensure that your donation will be included in our auction catalog. On behalf of the students, parents, and teachers of Francis Scott Key Elementary School, we thank you in advance for your consideration and continued support.

Sincerely,

Windsor Freemyer and Michelle Mundt  
2007 Spring Auction Committee Co-Chairs

# Francis Scott Key Elementary School PTA

## 2007 Spring Auction Donation Request

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

Company Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Email: \_\_\_\_\_

**Please give complete description of donation for Auction Catalog and publicity materials.  
Please include photos, brochures, menus and promotional materials.**

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

Solicited by: \_\_\_\_\_

Approximate value: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Other restrictions: \_\_\_\_\_

	This Donation Form serves as an Auction Gift Certificate
	The item or gift certificate accompanies this Donation Form
	Donor/Solicitor will deliver the item or gift certificate to Key Elementary on (insert date):

Donor's signature: \_\_\_\_\_

**Please mail by March 11, 2007 to:  
Francis Scott Key Elementary School PTA  
Attn: Spring Auction 2007  
5001 Dana Place, NW  
Washington, DC 20016  
Or fax to Key School at 202-282-0188.**

The Francis Scott Key Elementary School PTA is a 501 (c)(3) organization (Federal Tax ID No. 52-1644961).  
Your donation may be considered tax-deductible, please consult your tax advisor.  
Please keep a copy of this form for your records.