

Alone we can do so little;

together we can do so much.

— Helen Keller

We at Clear Sky Elementary PTO are collaborating with community and recognized partners and hosting an adult-only event that will highlight our annual silent and live auctions. This event helps the PTO raise money to support our students as well as teacher grants. Our spring event, A Clear Sky Night, will take place on April 29, 2017, and we estimate approximately 200 parents and staff members will attend the event.

On behalf of the PTO and the school, I am asking for your support in providing us with a donated item (e.g., certificate or product) to be used at our event. In acknowledgement of your generous donation, we will recognize and promote your contribution on our social media sites, via flyers and our website, as well as in the event program. We have approximately 500 families and 100 staff members at our school who are all eligible to bid in the online auction, even if they aren't at the event, so they will see your involvement. Your donation will help to ensure the PTO meets its goals of a successful event while directly supporting our students and staff.

I hope you will consider this request for 2017 and allow us to feature your company via your donation. If you have any questions or if you prefer to be a sponsor of our event, please feel free to contact me at CSEPTOSpringEvent@gmail.com. I sincerely appreciate your consideration and support!

Sincerely,



Erika D. Milligan

Clear Sky Elementary PTO • Spring Event Chairperson
Tax Deduction #84-1165175

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Donor Information Form

Contact Name: _____

Company Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Item Description: _____

Value of Donation: _____

Expiration Date: _____

For the PTO and to be completed and turned in by the PTO Volunteer

Volunteer Name: _____

Volunteer Phone: _____

Is item in-hand? YES NO OTHER

Delivery time of item: _____

We need items in hand no later than 3/15; if otherwise, please contact Laryl.

Receipt Needed? YES NO

Please contact Laryl at 314.497.5105 once you have the item and/or the completed Donor Information Form.