

Dear Families and Friends of Westlake Elementary School,

Greetings from Westlake Elementary School! We hope this letter finds you well, excited about the New Year, and feeling the power of a strong community! After a couple of crazy years our kids are back in school and enjoying a well rounded education that is made possible with your support. We are grateful for the generosity of our local businesses, whose donations help provide local school children with art, music, and dance classes as well as provide teacher assistants for our classrooms.

We are seeking donations and sponsors for our annual (online) **Arts Auction March 12-20, 2023**. Thank you so much to the businesses and individuals who have donated in the past. Your donations allow Westlake to offer fundamental educational experiences that the state and district are not able to provide. Donating is a great way to advertise; you will be thanked on our email newsletter and website, and your generosity will be seen by over 1,000 families on our online platform! We recognize that most local businesses have had their own struggles and some are just now catching up, but no item or amount is too small. Perhaps you have unsold inventory or want to provide a gift certificate to bring people into your business. Anything helps and every donation benefits our kids!

By giving today, you will help make a difference in the life of every child at Westlake Elementary. Simply fill out one of the enclosed forms and return it to the address provided below or email us at auction@supportwestlake.org to organize a pick-up of your item. You can also donate online at <https://westlakepta.betterworld.org/donate-an-item>. Scan the QR code below. The deadline to be included in the promotional materials is March 1st, 2023.

We deeply appreciate the generosity of our local businesses, friends and families who support Westlake Elementary School and value our partnership with you! Your involvement is key to supporting the growth and success of all our students and we continue to thank you.

Go Wildcats!

Sincerely,

Caroline Power

Westlake PTA Auction Committee

Westlake's PTA is a 100% volunteer-based organization run by parents, teachers and staff. The PTA coordinates and sponsors many community and fundraising activities to enhance the parents and students' experience to become lifelong learners. Our Tax ID: 94-6177466



Westlake Elementary PTA
c/o Westlake Elementary School
1000 High Street
Santa Cruz, CA 95060



WESTLAKE PTA

VOLUNTEER - DONATE - PARTICIPATE

Donation Procurement Form

| DONOR INFORMATION (please print) | | | |
|---|-------|-------------------------------|--|
| Name of Donor (as you would like it to appear in catalog) | | Business Name (if applicable) | |
| Contact #1 | Name | | |
| Mailing Address 1 | | Mailing Address 2 | |
| City | State | Zip | |
| Phone | Fax | Email | |
| Contact #2 <small>(optional)</small> | Name | | |
| Mailing Address 1 | | Mailing Address 2 | |
| City | State | Zip | |
| Phone | Fax | Email | |

| DONATION INFORMATION (please print) | |
|---------------------------------------|--------------------------------|
| Detailed Description of Donation | Estimated Fair Market Value \$ |
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| | |
| Restrictions? If yes, provide details | |
| | |

Please do NOT bundle my item with others

| DONATION DETAILS (check all that apply) | | |
|---|--|--|
| DELIVERY | CERTIFICATES & DISPLAY | MISCELLANEOUS |
| <input type="checkbox"/> I will deliver <input type="checkbox"/> Please contact me to arrange pickup | <input type="checkbox"/> I will provide gift certificate <input type="checkbox"/> Please create gift certificate <p style="text-align: center;">AND</p> <input type="checkbox"/> I have props to enhance display <input type="checkbox"/> Please find display props for me | <input type="checkbox"/> Cash donation enclosed <input type="checkbox"/> Please contact me regarding sponsorship opportunities <input type="checkbox"/> Employer's matching gift form enclosed |

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| Deliver Donations & Props by: Westlake Elementary School 1000 High Street Santa Cruz, CA 95060 | Please mail, email or fax this form to: Westlake Elementary PTA 1000 High Street Santa Cruz, CA 95060 westlakeptaprocurement@gmail.com Phone: (831) 429-3868 Fax: (831) 429-3835 |
| For Use By Procurement Committee | |
| Procured By | Phone |
| Email | |

Thank you for your support. Your donation may be tax deductible. Please consult your tax advisor.
Federal Tax ID No: 94-6177466