

## Westlake Elementary School PTA

1000 High Street Santa Cruz, CA 95060

Phone: (831) 429-3668

Email: [auction@supportwestlake.org](mailto:auction@supportwestlake.org)



Dear Families and Friends of Westlake Elementary School,

We hope this letter finds you well. We are seeking **donations and sponsors** for our annual online Spring Auction, taking place **March 26–30, 2026**. We are grateful for the generosity of local businesses and supporters. Your donations help fund teacher assistants and provide our students access to art, music, and dance.

Donating is also a great way to advertise: donors are recognized in our email newsletter and on our website which is viewed by 1,000+ families on our online auction platform.

We understand many local businesses have faced challenges, and we truly appreciate any level of support—no item or amount is too small. If you're able to donate, here are a few options:

- **Donate a physical item** (new merchandise, product, service, etc.)
- **Donate a gift certificate** to your business (great for bringing in new customers)
- **Donate unsold inventory** or overstock items
- **Sponsor the auction** (cash sponsorships help cover direct costs and maximize funding for student programs)

By giving, you will make a difference for every child at Westlake Elementary. To donate, please choose whichever option is easiest:

- **Complete the enclosed donation form** and return to the address provided
- **Email us** at [auction@supportwestlake.org](mailto:auction@supportwestlake.org) to arrange item pickup
- **Donate online** at: <https://westlakepta.betterworld.org/donate-an-item>

**Deadline:** Please submit donations by **March 16, 2026**

Sincerely,

The Auction Committee  
Westlake Elementary PTA

**Tax ID: 94-6177466**



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.

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## Donation Procurement Form

DONOR INFORMATION	
Name of Donor (as you would like it to appear)	Business Name (if applicable)
Contact Name(s)	Street Address
City and State	Zipcode
Phone	Email

DONATION INFORMATION
Detailed Description of Donation
Estimated Market Value \$
Restrictions? If yes, please provide details

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 <input type="checkbox"/> I have a photo for auction <input type="checkbox"/> Please create an image	<input type="checkbox"/> Cash donation enclosed <input type="checkbox"/> Please contact me regarding sponsorship opportunities <input type="checkbox"/> Employer's matching gift card enclosed

CONTACT INFORMATION	
Please deliver donations and / form to:	<b>For Use By PTA Procurement Committee</b>
<b>Westlake Elementary School PTA</b> 1000 High Street Santa Cruz, CA 95060 Phone: (831) 429-3668 Email: <a href="mailto:auction@supportwestlake.org">auction@supportwestlake.org</a>	Procured by: Name: Contact Info:

Thank you for your support. Your donation may be tax deductible. Please consult your tax advisor. **Federal ID Tax No. 94-617746**