



January 15, 2019

Dear Friend,

On behalf of The Village School, we are writing to request your assistance with our Come Out and Play FUNdraiser on Friday, May 3, 2019. The Village School is a non-profit preschool celebrating over 50 years in the community. Serving families in the greater-Milton, Massachusetts, area, the school offers a variety of programs that support each child's development with small class sizes and a well-trained and nurturing staff. The auction is the school's most important fundraiser of the year and funds go directly toward educational material, playground equipment, audiovisual tools, enrichment programs, and facility improvements.

We would greatly appreciate your help in making this year's auction our most successful yet by having your organization donate a gift certificate, product, or service. Your donation will be used in our raffle, games, and in the silent and live auction. In recognition of your generosity, your contribution will be highlighted in our auction program, exposing your company to a large group of potential customers who are parents, alumni, and friends of The Village School. We are also happy to display business cards and brochures to help promote your business.

If you would like to make a donation, please complete the enclosed form and return the form and donation to us. If preferred, we can arrange to pick up your donation. The Village School is a 501(c)(3) nonprofit organization and your contribution will be tax deductible to the extent allowed by law. Upon receipt of your donation, an acknowledgement will be sent for tax purposes. If you need more information or assistance, please contact us at [vsauctioncommittee@gmail.com](mailto:vsauctioncommittee@gmail.com).

Thank you for your time and consideration. We look forward to hearing from you and hope we can count on your support for our auction, our school, and our community!

Sincerely,

Ellie Fisher and Karen Belmonte  
The Village School Auction Chairs



**The Village School's  
Come Out and Play FUNdraiser  
AUCTION ITEM DONATION FORM**

Please return by April 1, 2019

*Return By Email:* [vsactioncommittee@gmail.com](mailto:vsactioncommittee@gmail.com)  
*Return By Mail:* 112 Randolph Avenue, Milton, MA 02186

**ORGANIZATION INFORMATION (please print clearly):**

Donor Name/Organization (as will appear in materials)	
Coordinator Contact Name and Title	
Address	
City, State, Zip Code	
Telephone	
Email	

Please provide a specific, complete description for the auction catalog (e.g., dimensions, age, color, number of rooms, ticket seat locations). Please use one donation item per form and please attach photos, brochures, menus, certificates, or other relevant materials. **The event is May 3, 2019. Please ensure expiration dates allow adequate time for use. Unless indicated otherwise, any offers will be valid for one year, until May 3, 2020.**

Name of Item or Service:	Fair Market Value:
Description (complete description for auction program and attach additional page(s) as needed):	
Special Conditions/Restrictions (e.g., limitations, time availability, expiration dates, etc.):	
<input type="checkbox"/> Check here if pickup required Date/time ready for pickup:	For special delivery arrangements, including oversized items, please contact <a href="mailto:vsactioncommittee@gmail.com">vsactioncommittee@gmail.com</a> .

**Thank you for your generosity and support!**

The Village School is a 501(c)(3) nonprofit organization (Tax ID #042395624). Donations are tax-deductible to the extent provided by law. Please keep a copy of this donation form for your records.

**Questions?** Contact [vsactioncommittee@gmail.com](mailto:vsactioncommittee@gmail.com).

The Village School must receive your donation item by April 1, 2019 for inclusion in the event program.