

P.S. 290 The Manhattan New School

Dear Supporter, Merchant and Friend:

During the 2018-19 school year, P.S. 290, a public elementary school on the Upper East Side of Manhattan, will host a **Spring Gala Live and Silent Auction** that is attended by hundreds of parents, faculty and friends of P.S. 290 and a **Fall Camps Only Online Auction**. These auctions raise funds to offset ever-increasing state and city budget cuts and supplement the efforts of our dedicated and caring teachers, staff and administration. These funds support the purchase of essential classroom supplies; assistant teachers in classrooms; art, music, dance and other cultural enrichment programs; technology upgrades; professional development for teachers and staff; and much, much more.

To help make our auctions successful, please consider lending your support by providing donations of products, services and funds, including:

- **Merchandise**
- **Gift certificates for products or services**
- **Camp sessions**
- **Supplies, food or beverages, flowers/decor, gift bags, or other services (e.g. photography or entertainment) for the night of the Spring Gala**

All donations are publicly recognized on our online Auction website and at the Spring Gala live and silent auction event. With a reach of **more than 550 families within our school**, as well as hundreds of educators and friends to our community, recognition by our school is a powerful way to increase brand awareness among a large and loyal customer base. Our parents and other community members are incredibly grateful to our donors, and **we actively support businesses that support our school.**

Donations may be made by returning the enclosed donation form by:

- **Mail ("Attn: Auction"):** 311 E. 82nd St, NY, NY 10028
- **E-mail:** auctiondonations@mnspta.org

Please keep a copy of the completed form for your records. **Please submit any donations for the Camps Auction by November 1, 2019 and for the Spring Gala Live and Silent Auctions by March 1, 2019.**

Food, beverages and other sponsorship opportunities for the Spring Gala are also available. Please email auctiongala@mnspta.org for more details.

P.S. 290 is a 501(c)(3) organization and its tax identification number is 13-3838598. **All donations are deductible to the fullest extent permitted by law.**

Our auction committee is highly receptive to innovative ways for donors to participate in our auctions. For more information or to discuss contribution opportunities, please contact us at auction@mnspta.org.

We cannot overstate how critical your donation is to the children of our community. On behalf of the children, parents and educators of P.S. 290, **we thank you for your consideration and support.**

Sincerely,

Smita Day and Shama Ahuja
Auction Donations Coordinators
auctiondonations@mnspta.org



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A Community of Learners

Donation Form

Fall Online Camp Auction Deadline is November 1, 2018

Spring Donation Deadline is March 1, 2019

PLEASE EMAIL AUCTIONDONATIONS@MNSPTA.ORG A JPEG (MAX 300 KB) OF YOUR LOGO OR PRODUCT TO BE USED IN OUR FUNDRAISER PUBLICATIONS.

Donor Information (to be completed by donor)

Contact Name (first and last):	
Business Name:	
Street Address:	City, State and Zip Code:
Website:	
Contact Phone:	Contact Email:

Donation Details (to be completed by donor)

Type of Donation (please check all that apply): <input type="checkbox"/> Gift Certificate <input type="checkbox"/> Services <input type="checkbox"/> Monetary Donation <input type="checkbox"/> Other: _____ <input type="checkbox"/> Merchandise <input type="checkbox"/> Membership <input type="checkbox"/> Admission
Description of Donation/Donor's Business (e.g. "dinner for two at The Polo Club," "platinum and diamond hoop earrings" - feel free to be descriptive):
Estimated Value (very important):
Restrictions:
Expiration Date , if any (should not be before 3/31/20):
Delivery/Redemption (please check one of the following): <input type="checkbox"/> Donation is enclosed <input type="checkbox"/> Call or email to arrange pick-up or delivery upon receipt of this form <input type="checkbox"/> Donation will be mailed or delivered to P.S. 290 by November 1, 2018 (Fall Online Camp Auction) and March 1, 2019 (Spring Auction) <input type="checkbox"/> P.S. 290 Auction committee to generate a gift certificate on my behalf Please notify auktiondonations@mnspta.org if checking this box

Solicitor Information (to be completed by solicitor)

Solicitor's Name:	Solicitor's Phone Number/Email:
Child's Name:	Child's Grade/Classroom (i.e. K-208):