



Dear Friend of P.S.290,

Our elementary school, P.S. 290 – The Manhattan New School, is having its annual Gala and Auction in April, and we would really appreciate it if your company could donate to our school.

The Spring Gala Live Auction is attended by hundreds of parents, faculty and friends of P.S. 290 with a goal to raise funds that will support the purchase of essential classroom supplies; assistant teachers in classrooms; art, music, dance enrichment programs; technology upgrades; professional development for staff, and more.

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

- Merchandise
- Gift certificates for products or services
- Exclusive experiences such as back stage passes to a concert or show, a special tasting menu at your restaurant or private lessons at your facility

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 feel free to contact us at auctiondonations@mnspta.org.

All donations are publicly recognized on our online Auction website, 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, this recognition is a powerful way to increase brand awareness among a large, loyal and local customer base. Our parents and other community members are incredibly grateful to our donors, and we actively support businesses that support our school.

Donation form is attached. Please submit donations by March 1, 2019.

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

- Mail ("Attn: Auction"): 311 E. 82nd St, NY, NY 10028
- Fax: 212-772-8879
- E-mail: auctiondonations@mnspta.org

On behalf of the children, parents and educators of P.S. 290, we thank you for your consideration and support.

Sincerely,
Amy Saks & Liza De Angelis
PS 290 Spring Auction Co-Chairs

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.



P.S. 290 The Manhattan New School
A Community of Learners

Donation Form
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"/> Adult Fitness <input type="checkbox"/> Adult Grooming/Beauty/Wellness <input type="checkbox"/> Entertainment <input type="checkbox"/> Food & Wine <input type="checkbox"/> Kids Classes & Camps <input type="checkbox"/> Kids Services & Merchandise <input type="checkbox"/> Merchandise (electronics, apparel, etc...) <input type="checkbox"/> Sports (tickets, merchandise, events) <input type="checkbox"/> Travel/Resort <input type="checkbox"/> MNS Events & Experiences <input type="checkbox"/> Miscellaneous: _____
Description of Donation/Donor's Business (e.g. "dinner for two at The Polo Club," "platinum hoop earrings" - 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 March 1, 2019 <input type="checkbox"/> P.S. 290 Auction committee to generate a gift certificate on my behalf - Please notify auktiondonations@mnspta.org if checking this

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):