



P.S. 290 The Manhattan New School

A Community of Learners

Dear Supporter, Merchant and Friend:

During the 2017-18 school year, P.S. 290, a public elementary school on the Upper East Side of Manhattan, will host a **Spring Gala Live auction** that is attended by hundreds of parents, faculty and friends of P.S. 290 and **Spring Silent and Online auctions**. 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 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**
- **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, at the Spring Gala live and silent auction event, and/or on the P.S. 290 website. With a reach of **more than 550 families within our school**, as well as hundreds of educators and friends to our community, recognition in our publications 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
- **Fax:** 212-772-8879
- **E-mail:** auctiondonations@mnspta.org

Please keep a copy of the completed form for your records. **Please submit any donations to the Spring Gala Live, Silent and Online Auctions by March 15, 2018.**

Food, beverages and other sponsorship opportunities for the Spring Gala are also available. Please email auctiondonations@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 feel free to contact us at auctiondonations@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 Dana Colbert
Auction Donations Coordinators



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DONATION FORM

PLEASE EMAIL (AUCTIONDONATIONS@MNSPTA.ORG) A JPEG (MAX 300 KB) OF YOUR LOGO OR PRODUCT TO BE USED IN OUR FUNDRAISER PUBLICATIONS. DONATION DEADLINE IS MARCH 15, 2018.

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"/> Other _____ <input type="checkbox"/> Merchandise <input type="checkbox"/> Services
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 3/31/19):	
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 15, 2018 <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):