



Valley View Elementary **PTA** everychild.onevoice

941 Orchard Drive, Pleasant Grove, UT 84062
801.610.8121 valleyviewhawks@gmail.com
Organization: 501c3

August 18, 2019

Tom Stuart Construction

To Whom it may concern,

I am writing on behalf of Valley View Elementary PTA to establish a partnership with you. We are requesting for Tom Stuart Construction to donate a Ruth's Chris gift card to our school carnival silent auction that will be held on October 21, 2019 at our school. This event is held to benefit the students, parents, teachers, staff, and community as a thank you for everything that is done in the lives of the children at Valley View Elementary school. This is also a fundraiser for the PTA to enable us to do more programs in the school. Such programs include: accelerated reading that we just sponsored \$4,000.00 for and we are actively working towards getting a new sound system to support the love of the arts.

Should you make this donation, Valley View PTA would recognize your business in the school newsletter, school social media accounts, and if the donation(s) exceeds \$150, a lawn sign would be made to promote your business at our school carnival. The item is needed by October 7, 2019. If you choose to make a monetary donation or gift card to a different restaurant, we would happily accept. Items we need for this event are: donations for our silent auction, food/concession donations, blow up activity donations and entertainment.

We will provide a donation receipt letter with the PTA's tax exempt ID number for your records.

If you would like to contribute and to schedule a pickup of the item(s) or have any questions or need further information, please contact me at (801) 888-8888 or at mypersonalemail@gmail.com. On behalf of the students, parents, faculty and PTA of Valley View Elementary, thank you for your consideration.

Sincerely,

Staci Smith
Valley View Elementary PTA President

Facebook page: "Valley View Elementary School"
Instagram: @valleyviewpta

Dates: At least 60 days out to give businesses plenty of time to consider the donation. Also, the date in which we need the donation is listed.

Request is in a written form. Find out how your donation needs to be submitted. Is that the store manager? Online form to fill out? Corporate? Marketing manager? Call the store to get information. Ask for the marketing manager and work from there.

5 W's:

Who are you? And where they can find you? Social, email, phone etc.

What is your request for?

When is your event happening?

Where the event will be and I also include the Why/Purpose of the event as well as other donations we are looking for so they can see what needs we have.

What is in it for them? Why should they donate to you?

Other info?:

I am asking for a specific purpose, but I will also take anything they are willing to give me.

Some businesses need a tax donation letter. Also, I try to create the easiest way for them to donate. Yes, I am driving all over town to pick up items (so be prepared to do that).

I give them my personal contact info so they can contact me if they have questions.

GIVE THANKS!! ALWAYS thank them even for just considering to donate.



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November 4, 2019

Tom Stuart Construction

Tom,

Thank you SO much for donating the 3-\$100.00 Ruth's Chris gift cards to our silent auction. It was a huge hit and your support means so much, not only to the school, but to the kids you are helping have greater opportunities.

Here at Valley View Elementary, our goal this year for 2019-2020 is to fund enough money to replace the sound system in our gym to support the love of the arts as we put on a musical production every year. We are also looking to raise enough money to support the cost of accelerated reading plus the programs PTA provides throughout the school year. With your generous donation, we were able to reach our goal. We are very grateful to you as you chose our school to contribute to. You truly have made a difference.

As promised, we created a lawn sign to promote your business during the school carnival. We also promoted your donation on the silent auction papers and advertised your business in our school newsletter, PTA board at the school + tagged you on our social media accounts.

We hope to be able to partner again with you in the future.
As a token of our appreciation for your generous partnership,
I have enclosed a gift on behalf of Valley View Elementary PTA.

Sincerely,

Staci Smith
Valley View Elementary PTA President

Don't forget to follow our social media pages:

Facebook page: "Valley View Elementary School"
Instagram: @valleyviewpta



[Local School Letterhead]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear **[Recipient Name]**:

[Your School Name] PTA is a local based service organization serving the needs of children in **[Your School District]**. We are seeking a donation for **[explain what the request is for]**. **[Name of the Event]** will be held on **[Date of Event]**.

Your company can help us by providing funds in the form of a grant or by donating goods and services. The **[Your School Name]** is covered under the Utah State PTA is a 501 (c) 3 corporation so all donations can be tax deductions. This tax number can be provided upon request.

I will contact you on, **[Date]**, to answers questions that you might have in regards to this donation. If there are any questions that you need addressed sooner, I can be contacted at **[Your phone number]**.

Thank you in advance for your support.

Sincerely,

[Your Name]

[Title]

[Contact phone]

[Email address]

[Local School Letterhead]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear **[Recipient Name]**:

[Your School Name] PTA wants to thank you for your donation of [add name and amount of donation] for **[Name of the Event]** which was held on **[Date of Event]**.

Your company's help made our [name of event] a great success. (add in some details of how their contribution was used and the children that it affected.)

Sincerely,

[Your Name]

[Title]

[Contact phone]

[Email address]