



PTA of P.S. 116

Sandi Atkinson
Co-President

Sarah Browne
Co-President

Dear Friend of Public Education:

On behalf of the PTA of P.S. 116, we ask you to support our wonderful school—one of the best in the city! We are holding our annual Spring Benefit on March 22, 2010 at the Prince George Ballroom. The proceeds from this event, our biggest fundraiser of the year, account for approximately half of our PTA's annual operating budget. The money we raised last year went toward crucial programs in literacy, mathematics, and science; professional development opportunities for our faculty; student enrichment programs; books and materials for our classrooms; and many extra-curricular activities throughout the year.

Despite cutbacks in funding to New York City public schools, P.S. 116 excels in educating its students and in fostering a strong sense of community. This is an incredible achievement given that our school is comprised of children from over 35 countries who speak 29 languages. Our success is due in large part to the enrichment programs funded by the PTA.

In these difficult economic times, we need your support more than ever! We hope you will consider making a tax-deductible donation to our event. The PTA of P.S. 116 is a registered non-profit 501(c) 3 organization, ID Number 13-3823151. All donors who contribute by February 15, 2010 will be listed in our Auction Journal, on our website (www.ps116.org) and in our spring newsletter. The PTA strongly encourages the over 800 families at the school to patronize the businesses that have supported us over the years.

Here are some of the items we need:

- Gift certificates (e.g., meals, classes, parties, memberships)
- Professional services (e.g., tutoring, private lessons, spa treatments)
- Merchandise
- Tickets to movies, plays, sporting events, concerts, live tapings
- Travel and lodging

It's easy to donate!

- Complete and sign the enclosed donation form, keep the bottom copy for your records
- Include any gift certificates, vouchers, or tickets necessary, and any promotional material you would like us to display with your donation (menus, cards, brochures)
- Send everything to us at Attn. Auction Committee, PTA of P.S. 116, 210 East 33rd Street, NYC 10016 OR email ps116auction@gmail.com.

If you have any questions, please contact Erinn Saland at (917) 449-7932, or email ps116auction@gmail.com.

We thank you for your support,

The Auction Committee

DONATION FORM

Spring Auction to benefit the PTA of P.S. 116 at the Prince George Ballroom Monday, March 22, 2010

Donor

Name (Company or Individual)

Address

City

State

Zip

Name of Contact Person

Phone

Email Address

P.S. 116 Family Contact

Name

Email

Phone

Child's Name and Class

Auction Journal Ad

- Camera-ready art or business card attached
- Wording provided, please produce an ad for me
- I will email a PDF of my ad to:
ps116journal@gmail.com

Choose the ad size:

- Full-page ad (7" x 9") \$250
- Half-page ad (7" x 4 1/2") \$125
- Quarter page ad (3 1/2" x 4 1/2") \$75
- Business card-sized ad \$50

You must submit your ad by **February 15, 2010**
to appear in the Auction Journal.

Checks payable to: PTA of PS 116 or please charge my
credit card (circle one):

MasterCard Visa American Express

Card Number _____ Expiration _____

Name on Card _____

Billing Zip Code _____ Security Code _____

Signature _____

Donation

- Tax-deductible donation made payable to **PTA of PS116**
- Gift Certificate (enclosed)
- Present the Certificate Below to Redeem
- Item Enclosed
- Item Not Enclosed — Call to Arrange Delivery

Mail this form with your donation by **February 15, 2010**
(to be listed in the Auction Journal) to: Auction Committee,
PTA of PS 116, 210 East 33rd Street, New York, NY 10016

Questions? Contact Erinn Saland at (917) 449-7932 or
Sarah Browne at (917) 450-3828 or email them at
ps116auction@gmail.com. Tax ID 13-3823151

Please fill out the certificate below with details about your donation. Please include your own certificate as well, otherwise, we will use this form. If you would like us to use this form and are donating more than one service, please make a copy and fill out one form for each item. Keep the bottom copy for your records.

PTA of P.S. 116 2010 Spring Auction Donation Certificate

Description of Donation

Contact Person/Business

Phone

Email

Expiration/Restrictions