



Parents'
Association

1458 York Avenue, New York, NY 10075

www.ps158.org

Tel. 212-879-2181 Fax 212-879-6003

The Spring Benefit Auction

September 19, 2011

Dear Supporter, Merchant & Friend:

On Saturday, March 24th, 2012, the PS 158 Parents' Association (PA) will host its Annual Spring Auction Benefit for PS 158, a public elementary school on the Upper East Side of Manhattan. The funds raised from the Spring Benefit and the online auctions help pay for critical programs and materials that provide an enriching educational experience for our students, such as:

- Kindergarten assistant teachers
- Art enrichment programs
- Recess sports program
- Media center technology and support
- Library materials and online research subscriptions
- Teacher and staff professional development

But we can't achieve all this without your help. Please consider lending your support:

- **Donate merchandise, a service and/or gift certificates or monetary donation.**
- **Donate supplies and/or food and beverages for the night of the auction.**

Donating to PS 158 will prove valuable to your business:

- Increase awareness for your business, service or product to over 750 NYC families.
- Attract new customers by being part of our school community. Our parents actively support businesses that support the school.
- Publicize your business to over 750 families in our Auction Catalog or Online Auction, and our School Website.
- The PS 158 PA is a 501(c)3 organization. Your donation is tax deductible to the fullest extent permitted by law.

Please return the enclosed donation form by mail or, if you are not including the merchandise or gift certificate, fax the form to 212-879-6003. If you prefer, please contact us at the above number to arrange for pickup of your donation.

Your donation is critical to the children of this community. On behalf of the children, I would like to thank you for your consideration and support.

Sincerely,

Ranjana Mayar and Lauren Hoffman
PS 158 PA, Auction Co-Chairs



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DONATION FORM

Date _____

Donor's Information (please print or type)

Name (First and Last):	
Business Name:	
Street Address:	
City, State, Zip:	
Contact Email:	
Contact Phone:	
Fax:	

Description of Donation (please print or type)

Type(s) of Donation: (please check all that apply)	
<input type="checkbox"/> Merchandise	<input type="checkbox"/> Service
<input type="checkbox"/> Gift Certificate	<input type="checkbox"/> Other
Product or Service:	
Retail Value: (very important)	
Instructions, Restrictions, Stipulations:	
Expiration Date: (if applicable)	
Please check one of the following:	
<input type="checkbox"/> Donation is enclosed	
<input type="checkbox"/> Donation will be mailed or delivered to school on or before _____.	
<input type="checkbox"/> Call me to arrange pick-up or deliver	
<input type="checkbox"/> Present this form to redeem donation	

For School & Solicitor Use Only

Solicitor Information

Name:		Child's Name:	
Contact Phone:		Child's Class:	
Email:			

PA Office Use Only

Tracking No.:		Package With:	
Date Entered:		Initials:	
Silent #		Live #	
Online #		BIN #	
Raffle #			