



January 2017

Dear Friends of P.S. 40:

On behalf of our public elementary school, P.S. 40 of Manhattan, we are seeking donations for our Annual Auction, the PTA's largest fundraiser of the year.

Your generous donation will be auctioned off at a catered event on March 30, 2017 or in our 8th annual online auction. All proceeds directly benefit the 650 children attending P.S. 40, grades Pre-k - 5, who live in the Gramercy Park, Union Square, Flatiron, Stuyvesant Town and Peter Cooper Village Neighborhoods.

Our auction provides critical funding to offset school budget cuts, as well as to enhance many vital aspects of our children's education. Our PTA uses these funds to provide teaching assistants in classrooms, professional development for our teachers, chess instruction, library books, computer upgrades, musical instruments and additional programming in the arts.

To donate, please fill out the form that accompanies this letter. Please complete all the information clearly so that we may best represent your donation in our online catalog and thank you properly afterwards. Along with your donation form, please mail your merchandise, gift certificates, tickets or vouchers along with any promotional materials to: P.S. 40 Auction, P.S. 40, 320 East 20th Street, New York, NY 10003. Your donation form and gift certificates/vouchers can also be emailed to ps40auction@gmail.com.

The P.S. 40 PTA of Manhattan is a not-for-profit 501(c)(3) organization (#13-3864766) and all donations are tax deductible as provided by law. Donors who contribute by March 1, 2017 will have their company name listed on our auction website, which is distributed to the 500 families at our school as well as to the general public.

The P.S. 40 community greatly appreciates your contribution. For further information, please do not hesitate to contact the auction chairs at ps40auction@gmail.com.

Sincerely,

P.S. 40 PTA of Manhattan



P.S. 40 ANNUAL AUCTION

THURSDAY, MARCH 30, 2017

TO BE INCLUDED IN THE ONLINE AUCTION CATALOG, DONATIONS MUST BE RECEIVED BY **MARCH 1, 2017**

ITEM INFORMATION

Donated Item or Service:

ESTIMATED VALUE (Required)

\$

Describe the donation including important information for the catalog description:

SPECIAL INSTRUCTIONS / RESTRICTIONS / EXPIRATION DATE

Any special instructions, black-out dates, restrictions, expiration date, or other information for the winner?

PLEASE CHECK ONE OF THE FOLLOWING:

Gift certificate enclosed

Call to arrange pick up/delivery

Present this form to redeem donation

Donation will be mailed to school

DONOR INFORMATION

Donor (Individual or Business): _____ Contact: _____

Address: _____

Telephone: _____ Email (Required): _____

P.S. 40 FAMILY CONTACT INFO

Parent's Name: _____ Phone/Email: _____

Child's Name: _____ Child's Class: _____

Thank you for your support! Please mail this form and donation to:
P.S. 40 Auction | 320 East 20th Street | New York, NY 10003 or email
to ps40auction@gmail.com.

The PTA of P.S. 40 Manhattan is recognized as a not-for-profit organization under section 501(c)(3) of the Internal Revenue Code (EIN: 13-3864766). All contributions are tax deductible to the fullest extent allowable by law. It is your privilege and obligation as the donor to establish a value for your donation for tax purposes.