



To: Parents of the Museum School  
From: Friends of the Museum School Foundation  
Subject: Spanish Night 2010 Auction Items

## Call for Donations

Spanish Night will be our primary fundraiser for the year, and we need a very successful event to meet our yearly fundraising goals. You can make a huge difference by asking friends, associates, or businesses that you regularly patronize to donate either a product or service. These donations make up the bulk of our Auction and Drawing items, which brings in the lion's share of our fundraising. We need everyone involved to make this event a winner!

We are in need of the following items:

- Restaurant gift certificates
- Gift certificates for facials, spa treatments, hair cuts, manicure & pedicures
- Movies passes
- Theater tickets
- Starbucks Cards or your favorite coffee house
- Home Depot, Lowes, Frazee
- Bookstore gift cards
- Department stores gift cards
- Grocery Stores
- Tickets to sporting events, concerts

We're asking everyone to pitch in and contribute at least one item. If we all do that, it adds up pretty quickly to a successful event. Please try to send in your donation as soon as possible...January 28, 2010 at the latest. Spanish Night, on February 28, will be here before you know it. Attached is an Auction Donation Form that you should give to the donor. Have them fill it out, and get a copy to submit with the donation. It would be a good idea to print out a few of these and have them available for when you are out and about. If you need more just let us know!

If you have any questions, or even better...a great idea, please contact us at [spanishnight2010@gmail.com](mailto:spanishnight2010@gmail.com).

Thanks for your help!

Delsy Pantoja  
Friends of the Museum School Foundation, Spanish Night Co-Chairs

Rosemary Metcalf

Friends of the Museum School Foundation, Spanish Night Co-Chairs

The Museum School is a tuition free, public charter school that celebrates, nurtures, and enhances the abilities of students in Kindergarten through 6<sup>th</sup> grade through experiential, project-based learning. Infusing the arts throughout the curriculum, the Museum School utilizes the wealth of resources available at local museums and institutions throughout the San Diego community. For more information visit [www.museumschool.org](http://www.museumschool.org)

Our Spanish Night Fundraiser is our school's primary fundraiser for the year. You can make a huge difference by donating an item for our silent or live auction. We thank you in advance for helping our event be a great success!

## Spanish Night 2010 - Auction Donation Form

PLEASE SEND THIS FORM AND YOUR DONATION(S) NO LATER THAN JANUARY 28, 2010 FOR PROGRAM INCLUSION.

Company Name \_\_\_\_\_

Contact Person's Name & Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Signature \_\_\_\_\_

**Item Description** (brief description plus company name for the auction program; please write clearly)


\_\_\_\_\_  
\_\_\_\_\_

Restrictions: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Donor's Valuation of Item (for IRS purposes): \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:** (check all that apply) Item provided with this form

- Gift Certificate attached
- Donor to provide Gift Certificate
- Museum School to create Gift Certificate
- Item to be picked up by \_\_\_\_\_ (Date)
- Item to be delivered by Donor \_\_\_\_\_ (Date)
- Donor to provide promotional material

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Thank you for your contribution of \$ \_\_\_\_\_ to Friends of the Museum School Foundation, Federal Tax ID # 26-1296020. Tax law requires we estimate the value of goods or services, if any, rendered to you in return for your contribution, and to remind you that your contribution is deductible only to the extent that it exceeds what we have provided.

\_\_\_\_\_ In exchange for your contribution, you received goods or services with an estimated fair market value of \$ \_\_\_\_\_

Description of goods and services \_\_\_\_\_

OR

\_\_\_\_\_ No goods or services of any value were transferred to you in connection with your donation

Please **keep the bottom portion** of this form as written acknowledgement of your donation for your tax records. The IRS will not accept a cancelled check as proof of donations over \$250 in value.

Please **return the top portion** of this form, and address any questions to

The Museum School, 211 Maple St., San Diego, CA 92103

**Phone:** (619)236-8712 **Fax:** (619)236-8906 **Email:** [museumschooloffice@gmail.com](mailto:museumschooloffice@gmail.com)

Thank you for your support of the Museum School.

For office use only: Acknowledgement Sent \_\_\_\_\_ Pickup Assigned to \_\_\_\_\_ Item received \_\_\_\_\_