



Dear Community Partner:

RE: Donation Request for Academic Year 2019 - 2020

For over 50 years, Banyan Elementary School in Newbury Park has inspired thousands of young children to achieve academically, develop social responsibility and make lifelong connections and memories.

The Banyan Parent Teacher Association (PTA) is a volunteer group of parents, teachers, and community supporters that have partnered to support this thriving academic environment and provide enrichment programs for all Banyan students. Together, we work to secure the financial support for: art, music, and physical education, as well as provide teachers with much needed classroom supplies.

We hope your organization will consider providing a donation for our upcoming Silent/Online Auction. All items are welcomed: gift certificates/cards for local services, classes, shows, merchandise, services, tickets, restaurants, amusement parks, etc. Your donation will directly support the programs that help enrich the educational experience of our students while lightening the burden placed on parents and school faculty.

To donate an item(s), please email the following information to the Banyan PTA at <info@banyanpta.com>:

- Detailed description of item (specifications, expiration dates, etc.)
- Estimated value
- Photo or image of item (.jpg or .gif format)
- Additional image or logo (.jpg or .gif format)
- Donor name as you would like it to appear
- Link/URL if applicable
- Donor information: name, business, address, phone, email

For your information, we will publicize the auction via email and social media outlets (website, Facebook, Twitter, etc.) reaching several hundreds of families and community members. Please feel free to contact the Banyan PTA at <info@banyanpta.com>, regarding any questions or additional information.

On behalf of our school community, we thank you for considering our request.

Best Regards,

Erin Botsford
President, Banyan PTA

Principal | Allison Kennedy
President | Erin Botsford

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Parent Teacher Association
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www.banyanpta.com

Tax ID: #95-3867876



The Banyan Parent Teacher Association is a non-profit organization and your donation is deductible to the fullest extent allowable by law. In compliance with Federal law, we have not provided you with goods or service in exchange for this contribution. Please retain this letter for your records.