

January 18, 2019

Dear Sir or Madam:

The Lunada Bay Parent Teacher Association (PTA) is a non-profit organization that exists to support Lunada Bay Elementary School, a public school in Palos Verdes Unified School District. We are sponsoring our 12th annual fundraiser, “Monte Carlo” on March 22nd at the Portofino Hotel. This event includes a dinner, dancing and an auction that will raise much-needed funds to support Lunada Bay Elementary School.

“Monte Carlo” is an event organized completely by PTA volunteers and all proceeds from this event will be used for Lunada Bay’s educational needs. Our district receives very little state education funds relative to other districts throughout California, so this fundraiser makes a big difference in the resources we can make available to the school. The children will benefit from 100% of the profit. We depend on its success to ensure the continued excellence of our school.

We are requesting your support by means of donating items for our auction. Your donation will be publicized to acknowledge your generosity and support. In addition, as Lunada Bay PTA is a tax-exempt charitable organization, all donations are tax deductible to the extent provided by law.

Thank you for supporting Lunada Bay Elementary School. Your tax-deductible donation helps guarantee the success of “Monte Carlo” and is a great investment for the children.

Sincerely,

Laura Lee,

PTA President 2018-2020

Lunada Bay Elementary School PTA

520 Paseo Lunado ~Palos Verdes Estates, CA 90274 ~310.377.3005 Tax ID# 95-6206569

DONATION FORM

LUNADA BAY AUCTION – “MONTE CARLO” – 2018-2019

DONOR INFORMATION

Name of Lunada Bay Contact: Donor Name:

Address: City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are a corporate sponsor, please list the company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DONATION DESCRIPTION

What are you donating? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide details of your donation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the retail value of this item?      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did donor request a minimum bid? If so, what?      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What date is the donation available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a physical item or a gift certificate? Physical Item Gift Certificate

Do we need to create a certificate for your item? Yes No

Does winner need to contact anyone? Yes No If so, please list name and phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any special instructions, expiration dates, or important information about your donation:

Lunada Bay PTA is a tax-exempt charitable organization, Tax ID #95-6206569

All donations are tax deductible to the extent provided by the law. Please consult your tax advisor.

No goods or services were provided in return for this donation.

Disclaimer: We reserve the right to use donations either in Silent or Live Auction, as raffle prizes or in gift basket.

Please return this completed form to Megan Padilla.

[meganmpadilla@gmail.com](mailto:meganmpadilla@gmail.com)

Or to the “Auction Donation” box in the school office

For internal use only: (\*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child & Family | ( ) Indulge & Home | ( ) | Food & Wine | ( ) |
| Art & Photography | ( ) Sports & Entertainment | ( ) | Getaways | ( ) |

Pick-up date: Item Received Certificate Made Data Entered