

# Jackson Elementary School PTA

675 NE Estate Drive, Hillsboro, OR 97124 [auctionjacksonpta@yahoo.com](mailto:auctionjacksonpta@yahoo.com) Nonprofit 501(c)3 status (IRS #93-1053438)

Dear Friend and Jackson Supporter,

The Jackson Elementary PTA is hosting its 9<sup>th</sup> annual auction on March 11<sup>th</sup>, 2016 at NW Events & Environments. Jackson Elementary is a public school in the Hillsboro School District, and it is our PTA's mission to enhance the educational experience for children, build a strong sense of self, family and community, and to provide support for our students. The auction is our primary fundraising event, maintaining our operating budget and providing supplemental support for our Jackson students. With the backing of our community, including an amazing network of highly engaged volunteers, our PTA consistently raises enough money to purchase much needed school materials, support a wide range of enrichment activities and clubs, and provide a field trip for each class.

**We are asking for your support!** With our 2016 theme of "Lights! Camera! Auction!" we are looking for sponsors, underwriting, and donations to help produce and direct this blockbuster event. There are many ways to get involved:

## BE A SPONSOR!

Sponsorship Levels	Sponsor Benefits
<b>Head Writer Level</b> <ul style="list-style-type: none"><li>\$25 Donation</li></ul>	A business card size ad space in the Auction Program
<b>Director Level</b> <ul style="list-style-type: none"><li>\$50 Donation</li></ul>	A ¼ page advertisement in the Auction Program, plus sponsorship recognition in the school newsletter, the auction website, and the auction program
<b>Producer Level</b> <ul style="list-style-type: none"><li>\$100 Donation</li></ul>	Director Level benefits with a ½ page program advertisement
<b>Executive Producer Level</b> <ul style="list-style-type: none"><li>\$250 Donation</li></ul>	Director Level benefits with a full page program advertisement
<b>Jaguar Level</b> <ul style="list-style-type: none"><li>\$ 500 Donation</li></ul>	Director Level benefits with a full page program advertisement, plus recognition on the school marquee and two tickets to the auction

## UNDERWRITE AN AUCTION ITEM!

You can make your sponsorship funds go further by helping underwrite an auction cost! Your contribution can help defray the costs for hosting the event, including production, materials, and community outreach, or you can underwrite items people will bid on. Your name will be featured with your unique purchase or contribution. Contact Lynn Horihan ([auctionjacksonpta@yahoo.com](mailto:auctionjacksonpta@yahoo.com)) for more information about underwriting.

## DONATE IN-KIND ITEMS OR SERVICES!

We pride ourselves on hosting an auction offering a wide variety of items to bid on with an equally wide range of price points. Parties, tastings, and social outings are in high demand. Classes, behind the scenes experiences, and VIP upgrades are a big draw. Educational and personalized experiences are highly sought after. Our community enjoys gift cards, event tickets, signed items, and locally made goods. Every donation helps!

Your generosity will help us continue to improve the education opportunities for children in Hillsboro. If you have any questions, we can be reached at [auctionjacksonpta@yahoo.com](mailto:auctionjacksonpta@yahoo.com). **Please respond by February 19<sup>th</sup>** to guarantee recognition. We have included the donation form on the back of this page to ensure easy gift giving.

The students of Jackson Elementary School sincerely thank you for making "Lights! Camera! Auction!" a successful production.

Lynn Horihan and Annie Tronco  
Auction Co-Chairwomen

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**It is my pleasure to provide the following donation(s) to support the 9<sup>th</sup> annual Jackson Elementary School PTA auction (please respond by February 19<sup>th</sup> to guarantee recognition):**

- Sponsor:    \_\_\_ Jaguar Level    \_\_\_ Executive Producer Level    \_\_\_ Producer Level  
                  \_\_\_ Director Level    \_\_\_ Head Writer Level
- Underwriting: contact Lynn Horihan, [auctionjacksonpta@yahoo.com](mailto:auctionjacksonpta@yahoo.com)
- In-Kind Donation: \_\_\_ Gift Certificate    \_\_\_ Tangible Item    \_\_\_ Wine    \_\_\_ Dessert for Dessert Dash

The donation:

- Is attached
- Needs to be picked up by/on \_\_\_\_\_(date) at \_\_\_\_\_(location)
- Needs a certificate, to be created by the auction committee
- Should not be combined with other donations.
- Will be mailed/delivered to the school by/on \_\_\_\_\_(date)  
*c/o Jackson PTA Auction Committee, Jackson Elementary School  
675 NE Estate Drive, Hillsboro 97124*

Item Name: \_\_\_\_\_ Estimated Fair Market Value \$ \_\_\_\_\_

Description: Please provide a description for the auction catalog. Note any restrictions or special instructions.

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

Individual donor or company name: \_\_\_\_\_

Contact Person (if different from above): \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Donor's website: \_\_\_\_\_

*I understand that my donation is given free of any encumbrances not noted above, and that the successful bidder becomes the free and clear owner of the donation. Unless specified, items/services will expire one year from the event date. Checks should be made out to Jackson Elementary PTA.*

**Donor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Office Use Only: \_\_\_\_\_ Item #: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Procurement Data Entry: \_\_\_\_\_ TYL: \_\_\_\_\_