



Dear Friends of Ponderosa Elementary,

We are thrilled to announce the 12<sup>th</sup> Annual Ponderosa Elementary School PTA Community Silent Auction event coming up in April. Each year, the PTA supports the District's goal to provide our students with a quality education and valuable programs. We are extremely grateful for the support of local Businesses like yours. Proceeds generated from the annual auction help fund vital reading and technology programs, provide educational field trips, fund the Oregon State Battle of the Books, support Ponderosa Summer School efforts, give almost \$6000 to teachers for individual classroom grants, and more.

**We need your help in order to make this a success!**

We reach out to you now in hopes that you will support the students at Ponderosa Elementary School during our Spring 2023 auction with a donation, and be a featured Business in our showcase. The auction will take place on-line, offering excellent reach and exposure for our sponsors to the friends and family members of hundreds of students. We will host a heavily attended in-person preview event at Ponderosa Elementary the evening of April 21st to kick off the auction which will run for a full week.

Please strongly consider contributing products and/or services to be auctioned. If you do not have a good or a service to donate, please consider sponsoring an "experience" instead, on your company's behalf! Some examples include a birthday party at one of the local kid event centers, a dog-sled adventure, movie passes, gift cards to a local restaurant, etc. This is an excellent opportunity for your business to gain quality exposure while also helping so many in our community. Your donations are 100% tax deductible.

**Please return your donation AS SOON AS POSSIBLE**  
*or arrange for a pick up as we are happy to come and get it!*

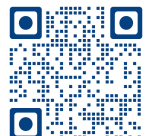
To donate an item for the auction, please fill out the attached Donation Request form and return it to the address indicated, or you may email your form to LeAnna Perez-Fox at [PonderosaPTAAuction@gmail.com](mailto:PonderosaPTAAuction@gmail.com). If you prefer to complete the form digitally, [click here](#) or scan the QR code below.

**The sooner we receive your donation form and item, the sooner we can promote your generous donation and business participation!** We look forward to your enthusiastic participation in this event!

On behalf of the students, parents and staff at Ponderosa Elementary, THANK YOU for your generous support.

Sincerely,

Ponderosa Elementary School PTA Auction Committee  
[PonderosaPTAAuction@gmail.com](mailto:PonderosaPTAAuction@gmail.com)  
Tax ID #26-3131443





## Auction Donation Form

### 12<sup>th</sup> Annual Ponderosa Elementary School Auction

We will start collecting items and gift certificates on **JANUARY 17, 2023**, and we hope to have them all gathered no later than March 31, 2023. We would like your donation AS SOON AS POSSIBLE.

***You can even arrange for pick up as we are happy to come and get it!***

Donor Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Item Description or Verbiage on Gift Certificate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Restrictions:

\_\_\_\_\_

\_\_\_\_\_

Estimated Value: \_\_\_\_\_

Please check one of the following:

- Gift certificate enclosed (please make valid as of April 22, 2023 valid for one year, if possible)
- I will deliver my donation to Ponderosa Elementary School prior to March 31, 2023
- Due to the nature of my donation, I cannot have it to you by March 31, 2023 and I will instead contact [ponderosaptaauction@gmail.com](mailto:ponderosaptaauction@gmail.com) to make other arrangements.
- Please come pick up my donation. It will be ready on this date: \_\_\_\_\_
- I am unable to donate an item, however I would like to support the PTA with the enclosed check.  
Value: \$ \_\_\_\_\_

Thank you for your generous donation to support the Ponderosa Elementary School PTA. Please mail or e-mail your completed form to:

Ponderosa Elementary School

Attn: LeAnna Perez-Fox, PTA

3790 NE Purcell Blvd, Bend, OR 97701

Email: [PonderosaPTAAuction@gmail.com](mailto:PonderosaPTAAuction@gmail.com)

For questions regarding donations, please call LeAnna 805-452-0005 or send an email to the address listed above. Save a copy of this form for tax purposes. (Ponderosa Elementary School Tax ID #: 26-3131443)