

**GEORGIAN FOREST ELEMENTARY SCHOOL
PARENT TEACHER ASSOCIATION**

3100 REGINA DRIVE
SILVER SPRING, MD 20906



Dear Community Merchant,

The Parent Teacher Association (PTA) of Georgian Forest Elementary School wants to build mutually supportive connections with the local business community. Each year, our PTA is being called upon more than ever to provide badly needed support to enrich the lives of our children, but we need help.

And that's where you come in. Please see the attached information regarding sponsorship opportunities. With your help, we can sponsor educational assemblies, field trips, and innovative programs that will help children to learn about themselves, discover their interests, and develop a passion for learning. By helping to provide those opportunities, you're not only helping children; you're investing in the long-term health of your community and your business.

Thank you for your time and consideration.

For the upcoming 2016-2017 school year, we're offering a range of sponsorship opportunities:

Bronze Sponsor (\$300)

Your donation will support innovative programs that introduce students to new experiences. Your business name will be listed in our quarterly newsletter and you will receive a photo of the program you sponsored to display at your place of business.

Silver Sponsor (\$500)

Your donation will allow students to participate in meaningful, hands-on educational experiences. We will include your logo or business name on our website and in our quarterly newsletter. You will also receive a photo of the experience you sponsored to display at your place of business.

Gold Sponsor (\$1000)

Your business name will be printed on a banner permanently displayed in our school foyer. We will include your logo or business name on our website and in our quarterly newsletter. You will also receive a photo of the educational experience you sponsored to display at your place of business.

We are a nonprofit organization (tax ID number 52-6070563) and your donation will be tax deductible.

The enclosed sponsorship agreement specifies further details on how to join our growing list of community sponsors. For more details please contact Kathleen Lorenzo, PTA Vice President at infogfespta@gmail.com. We hope you will consider partnering with us, and we thank you in advance for your consideration.

Sincerely,

Georgian Forest PTA Board

P.S. In lieu of a cash donation, your business might consider making an in-kind donation to our PTA. Throughout the year we are in constant need of donations of merchandise, services, or gift cards to use in silent auctions and staff appreciation events.

Enclosure

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SPONSORSHIP AGREEMENT

Thank you for becoming a Community Sponsor of the Parent Teacher Association (PTA) of Georgian Forest Elementary School. We accept both monetary and in-kind donations of gift cards, gift certificates, or merchandise. Please return a signed copy of this agreement along with your donation. Checks may be made payable to the Georgian Forest ES PTA. For more information please contact Kathleen Lorenzo: infogfespta@gmail.com.

SPONSOR INFORMATION

I am making an in-kind donation

Item: _____

Value: \$ _____

I am making a cash donation of:

\$1000: Gold Sponsor

\$500: Silver Sponsor

\$300: Bronze Sponsor

Other amount: \$ _____

Sponsor name: _____

Contact person: _____

Address: _____

Phone: _____

Email: _____

Payment Information – please check one

Check enclosed (payable to GFES PTA)

Credit Card (please specify)
__ Visa __ Mastercard __ AmEx

Name on card: _____

Card #: _____

Expiration: _____

ACCEPTANCE OF SPONSORSHIP AGREEMENT & AUTHORIZATION OF CREDIT CARD PAYMENT

Signature of Sponsor or representative / date

Signature of PTA representative / date

The Internal Revenue Code requires that you keep this receipt to support any deduction you may be entitled to your income tax return. We are required by law to provide you this information. Our tax ID number is 52-6070563.

[✓] We have not provided you with any goods or services in exchange for these contributions. You have received only intangible benefits, consistent with the tenets of our Education.

[] We have provided you with goods or services in exchange for this contribution with an estimated fair market value of \$ _____. This means the net amount of your contribution, which may be a charitable contribution for income tax purpose is \$ _____.