



February 16, 2015

**Niwot Elementary PTAC**  
8778 Morton Road  
Niwot, CO 80503

Dear Local Business Owner,

We are writing to you on behalf of Niwot Elementary Parent Teacher Advisory Council (PTAC) to request your support of our Silent Auction, a FUNdraising event to raise money for our school. The Silent Auction will be held on March 27th at Niwot Elementary in conjunction with our annual, family Sock Hop event.

The PTAC works closely with the school staff and administration to determine how they can best provide support to enhance the education of our students. A few highlights of how the PTAC allocates funds include: providing for classroom paraprofessionals to assist teachers and provide small group instruction; purchasing enhancements to curriculum and technology; providing supports to the Library, School Counseling and Music, Art, and PE programs; and enrichment programs such as science programming and assemblies.

Last year was the first time we incorporated a Silent Auction into the Sock Hop and it was a great success, raising \$4000 to directly impact the education of students at Niwot Elementary. The auction was well received by the close to 400 families attending our school and there is much anticipation for this year's event.

**We hope you will join us in supporting our cause through a generous donation from your business.** This would be a wonderful addition to the event and would certainly enhance the dollars that are raised.

In return for your donation, we would like to offer your company promotional consideration by providing recognition in written auction materials, email communications, on auction signage, and on the PTAC website.

If you are interested in participating, please complete the enclosed procurement form and return it by **March 13<sup>th</sup>**. Please keep a copy of the form as a receipt for your records. *All donations are tax-deductible to the extent allowed by law.*

On behalf of the staff and students, thank you very much for your consideration of our request. Please feel free to contact us if we can be of assistance.

Sincerely,

Joyce Frailey

*Auction Committee Chair*

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Riki Frea

*VP of Fundraising*

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[www.niwotelementaryptac.weebly.com](http://www.niwotelementaryptac.weebly.com)

*Niwot Elementary School Parent Teacher Advisory Council - Fed Tax ID#: 84-1519662*