**HCES Sample Solicitation Letters**

## Letter 1: Donation to the Hunter College Elementary School Auction

Hi.  Would the JCC be interested in donating something to the Hunter College Elementary School Auction? Please see the attached letter and form.

Thanks so much.

Heather Mendelow (mom of Phoebe Mendelow in 1-Koon)

## Letter 2: Donation to the Hunter College Elementary School Auction

Hi there

My sons (Gavin & Owen Morrow) have enjoyed climbing at Brooklyn Boulders--I know our 350 families at Hunter College Elementary School in Manhattan/NYC would be excited to learn more and be supported by you!

Would Brooklyn Boulders be interested in donating something to the Hunter College Elementary School Auction? Please see the attached letter and form.

Thanks so much for your consideration.

Happy New Year!

Best,

Michelle Ko (Co-Chair of the Hunter College Elementary School Auction Benefit, mom of Owen Morrow/1st grade Ms. Koon's class)

## Letter 3: Hunter College Elementary School Auction

Dear Jacob,

We are fellow UWSers / longtime Pickles customers and are reaching out for your support.  My son James attends Hunter College Elementary School (HCES, [hunterschools.org](http://hunterschools.org/)) and we’re planning our 29th Annual Spring Benefit on May 4th ("May the Fourth Be With You" theme of course!), which will include an auction of donation items secured from HCES families’ favorite businesses.  I would be so grateful if you would make a donation to be auctioned to raise funds in support of the school.

HCES is a public school with incredible racial and socioeconomic diversity among our 350 families - every supporter means so much to us.  I’ve attached the Spring Benefit donation cover letter and donation form for your review.  We would acknowledge your generous donation both on our event website and in our event catalog which is delivered to all of our families, teachers and administrators.

Please let me know if you have any questions.  Many thanks for your consideration and support!

Respectfully,
Deborah Dempster

## Letter 4: If you need to fill a form on a website, use this letter:

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| Dear Friend of Public Schools, |
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| The Parents of Hunter College Elementary School (“HCES”) kindly request your support for public education. HCES is a nationally recognized K6 public school for Manhattan students. Founded in 1940, HCES features an innovative and rigorous curriculum dedicated to cultivating lifelong learners and leaders. |
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| The HCES Parent Teacher Association (“PTA”) raises funds for essential features of our children’s education: classroom materials, teacher grants, library support, music, drama, dance — and the school’s national championship chess team. Programs such as these would not be possible without the additional funds the PTA raises through our Annual Spring Beneﬁt. |
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| Our 29th Annual Spring Beneﬁt will take place on May 4th, 2018 (May the 4th Be With You!) and we would sincerely appreciate your support by making a donation of a gift certificate. The Spring Benefit includes a pre-event online auction, a silent and live auction. While our event is in May, we are hoping to secure all of our donations by March 8th, 2019. |
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| The HCES PTA is a 501(c)(3) nonproﬁt organization, therefore your contributions are tax deductible (Tax ID: 13-3912870). As a donor, your organization will be recognized in our Spring Beneﬁt website and communications to more than 350 families. |
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| If you are able to support us this year, please email benefit@hcespta.org. Join our community! |
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| Happy New Year! |
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| Warmest regards, |
|  |
| Michelle Ko |
| Spring Beneﬁt Co-Chair, benefit@hcespta.org; https://hces.ejoinme.org/hcesauction2019 |