



Dear Community Member,

On behalf of the PS 340 Parent Teacher Association, we would like to ask you for a donation for our sixth annual Spring Benefit to be held in April 2020.

The Spring Benefit is our biggest event of the year and draws hundreds of attendees. The event's online auction reaches an even larger community of family and friends, providing a wonderful opportunity for you to gain exposure. The proceeds from the auction helps supplement the DOE's budget for our school. It funds our school's enrichment programs such as music, art, dance, theater and film, pays for much needed classroom and school supplies and provides staff with professional development opportunities.

PS 340 was founded in 2014 and is a neighborhood elementary school serving areas in Greenwich Village, Chelsea, Union Square and Flatiron. We are a collaborative community dedicated to offering our students a rich, challenging curriculum in a supportive, caring environment.

**Please support our public school with a tax-deductible donation. All donations will be featured in our on line auction catalog along with a prominent mention of each donor.**

**There are two ways to donate an item:**

- **Fill out our online donation form at [www.ps340.org/PTA/auction](http://www.ps340.org/PTA/auction) or scan the QR code with your phone's camera to access the form.**



- **Fill out our paper donation form and return by mail, email or via your parent contact**

Should you have any questions, please contact us at [ps340auction@gmail.com](mailto:ps340auction@gmail.com).

With sincere gratitude,  
The PS 340 PTA



## 2020 Donation Agreement Form

Date: \_\_\_\_\_

Donor / Company: \_\_\_\_\_  
*(as it should appear in promotional materials)*

Contact Name (not listed): \_\_\_\_\_

Donor Phone: \_\_\_\_\_ Donor Email: \_\_\_\_\_

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

Donor Authorization Signature: \_\_\_\_\_

Description of Donated Item(s):

*Please include detailed description of item to be donated.*

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

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

Expiration Date/Other Restrictions:

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

*Gift certificates should be valid for 1 yr from date of auction. Note if otherwise.*

Item enclosed

Item to be delivered/mailed to PS340 attn:  
**PTA Auction 64 W. 17<sup>th</sup> Street, NY, NY 10011**

I want PS340 to create a certificate for my donation

I need PS340 to pick up my donation

Solicited By: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The PS340 Parent Teacher Association Inc. is a registered 501(c)(3) non-profit organization. The federal tax identification number is available upon request and will be provided to you at a later date. Please note that all donations become the property of the PS 340 PTA, and we reserve the right to use our discretion to determine appropriateness and selling price. Please contact the PS340 Auction Group with questions at [ps340auction@gmail.com](mailto:ps340auction@gmail.com).

**Thank you for your generous support!**