



ESMS Auction December 2017 / May 2018

The PTA of East Side Middle School (ESMS) holds an annual auction to raise money to subsidize the drastically underfunded public school budget.

Each year, we auction off merchandise and gift certificates from a wide array of businesses, as well as unique services and experiences. To maximize participation, this school year, we will run an on-line auction in December, an in-person event on May 11, 2018, and a post event online auction.

In order to make this fundraiser a success, **we hope you are able to make a tax-deductible donation to the ESMS auction.** By supporting our auction with a donation, your organization will receive recognition at the auction itself, on our auction website, and in our auction journal. **ESMS families are very supportive of our donors.**

With your support, the ESMS PTA will be able to help fund the programs and services that make ESMS a great learning institution, including:

- On-going technology upgrades throughout the school
- Art and theatre classes
- Training and development of our teachers
- Field trips that enhance the in-class curriculum
- Enriching elective programs

The success of our fundraising efforts is dependent on the much needed and generous support from businesses like yours.

Enclosed is a form you can use to document and submit your donation. Donations are requested to be submitted by **November 20, 2017** for the December auction and by **April 13, 2018** for the May auction.

If you have any questions, please contact the Auction Committee at auction@esms.org.

Thank you for your consideration!

East Side Middle School Auction Committee

331 East 91st Street

New York, NY 10128

auction@esms.org

ESMS Annual Benefit

December 2017 / May 2018

AUCTION DONATION FORM

DONOR INFORMATION

Name: _____ Phone: _____

Company (if applicable): _____

Address: _____

Email: _____ Website: _____

TAX-DEDUCTIBLE DONATION

Description of Item (please be as specific as possible): _____

Restrictions/Expiration Data: _____

Please note: All certificates/tickets should expire no earlier than May 11, 2019, if at all.

Value: \$ _____

If donation is a **gift certificate**, please check one of the following:

- Gift certificate enclosed Use this form as the gift certificate

If donation is **physical merchandise**, please check one of the following:

- Attached Call to arrange for delivery/pick-up

If you have a photo of your donation, logo, and/or additional corporate material that you would like to appear on our auction website, please email it to auction@esms.org. Photos should be in jpeg format. Logos should be in vector format (.ai, .eps, .pdf).

ESMS FAMILY CONTACT

How were you contacted for this donation:

Name: _____ Phone: _____

Email: _____ Child's Class: _____

Please return this form with your donation to:

Auction Committee – East Side Middle School – 331 East 91st Street – New York, NY 10128 or
auction@esms.org.

Forms must be received by **November 20, 2017** in order to be included in the auction website for December and by **April 13, 2018** for the May auction.

ESMS PTA Inc. (Federal Tax ID 13-4190883) is a 501(c)(3) not-for-profit organization. The donation listed above is tax-deductible to the extent permitted by law. Please keep a copy of this form for your record.