

Striving to Further Enrich  
the Children of Oxford



Dear Friend,

This spring, the Oxford PTO will be holding a "Night Out at the Auction" fundraiser. A big thank you to STIHL Corporation who is a title sponsor for this event.



Our live and silent auctions will be held on Saturday, March 25<sup>th</sup> 2017 at the Colonial Tavern in Oxford at 6pm. This is one of our largest fundraiser of the year. The PTO hopes to raise more than \$15,000 to go toward support of various children's programs including field trips, educational enrichment and other events.

**May we count on your support?**

We're looking for businesses in our community to help us reach our goal. Donations are needed for all kinds of items including services, attraction passes or tickets, restaurant certificates, jewelry, home furnishings, gift baskets, etc. No donation is too small or too large! Anything you feel appropriate would be appreciated.

As a donor, you will receive publicity prior to and during the event, on our website, on our Facebook page as well as with our program. This program will go out to every district student in grades K thru 8. In addition all donations are tax deductible. Our tax id is 06-1064984.

**Please use the attached 2017 auction donation form to describe your donation.**

An auction committee member would be happy to pick up your item for your convenience from a local company or if you would prefer, you may send it to Oxford PTO, c/o Quaker Farms School, 30 Great Oak Street, Oxford, CT 06478.

For more information please reach out to;

**Jim Sanders, Oxford PTO 2017 Spring Auction Chair, [cteagle5@sbcglobal.net](mailto:cteagle5@sbcglobal.net), (203) 751-2117**

**Lisa Suttle, Oxford PTO President, [oxfordctptopresident@gmail.com](mailto:oxfordctptopresident@gmail.com), (203) 217-0500**

Thank you for your support of the Oxford PTO and our children.

Sincerely,

Jim Sanders, 2017 Oxford PTO Spring Auction Chair

**P.S. If you would prefer to make a monetary donation, we are also looking for sponsors of all levels for the event. Those contributions will be used to help underwrite miscellaneous event costs such as printing, etc. All sponsors, will be recognized prior to and in the event program. Please use the attached 2017 sponsorship form for your monetary donation.**

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## 2017 Oxford PTO Spring Auction – Donation Form

Saturday, March 25<sup>th</sup>, 2017 at the Colonial Tavern in Oxford at 6pm.

### DONATION FORM

Donor / Business Name	
Contact Information	Name: Contact/Phone: Email: Website:
What are you Donating?	
Donation Type: Please choose one	Physical Item _____ \$ Value Gift Card or Certificate _____ Service/Experience _____ Other _____ Specify _____ If servicing or experience, will you be providing us a certificate or voucher good for your donation? Yes ____ No ____
Donation Details: (be as specific as possible include any restrictions such as can only be used Sunday to Thursday)	
Approximate Value	\$
Item Supplied with this form?	Yes ____ No ____ All donations must be received by 3/11/2017
PTO Rep	

All donations, including physical items, gift certificates and voucher certificates must be received by March 11<sup>th</sup>, 2017. Please contact the Oxford PTO representative below with any questions. Please email a copy of your logo if you would like it to be included in our program, on our website and Facebook page.

All donations should be mailed to Oxford PTO, c/o Quaker Farms School, 30 Great Oak Rd, Oxford, CT 06478, unless you're a local company and would like someone to pick it up.

Thank you for your support!

**Jim Sanders, Oxford PTO 2017 Spring Auction Chair, [cteagle5@sbcglobal.net](mailto:cteagle5@sbcglobal.net), (203) 751-2117**  
**Lisa Suttle, Oxford PTO President, [oxfordctptopresident@gmail.com](mailto:oxfordctptopresident@gmail.com), (203) 217-0500**

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## 2017 Oxford PTO Spring Auction Sponsorship Form

Event Name: Night at the Auction

Event Date and Location: March 25<sup>th</sup>, 2017 at the Colonial Tavern in Oxford at 6pm

Sponsor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Check sponsor level below:

- \$1,000.00** Superintendent Package – “Title Sponsor” of event and listed as such on all event promotion materials (flyers distributed to each student via e-mail and hard copy, press releases, Facebook event, PTO Facebook page and full page ad in programs –8 ½” x 5”), sign board at event for your name and/or logo, available table at entrance of event to display your business and/or promotional materials, verbal mention of your business during the event and 4 complimentary tickets to the event. (Note: There can be more than one title sponsor but title sponsors will have exclusivity in their line of business)
- \$500.00** Principal Package – “Supporting Sponsor” of event and listed as such on press releases and Facebook event, sign board at event for your name and/or logo, half page add in program -4” x 5” and verbal mention of your business during the event and 2 complimentary tickets to the event.
- \$250.00** Teacher Package – “Friends of the PTO” sponsor of event and listed as such in event program with quarter page add in program- 2” x 3”.
- \$100.00** Student Package – “Contributing” sponsor of the event and listed as such in the event program.

### Other Donation Options: I would like to make a tax-deductible contribution of:

\$25.00       \$50.00       \$75.00       other amount \$ \_\_\_\_\_

Please return this form and your check payable to Oxford PTO to:

Oxford PTO, c/o Quaker Farms School, 30 Great Oak Rd, Oxford, CT 06478.

Please e-mail a file of your company’s logo and ad copy to

Lisa Suttile, Oxford PTO President, [oxfordcptopresident@gmail.com](mailto:oxfordcptopresident@gmail.com) and  
Jim Sanders, Oxford PTO 2017 Spring Auction Chair, [cteagle5@sbcglobal.net](mailto:cteagle5@sbcglobal.net)

The Oxford PTO is a 501(c)(3) charitable organization. Donations for which no goods or services were received are tax deductible. We assume no liability for your tax deductibility, please consult your tax advisor. Please indicate if you need a receipt for your donation.