



Robert E. Willis Elementary

14705 The Masters Ave., Bradenton, FL 34202

Phone (941) 316-8245 Fax (941) 316-8259

January 2nd, 2017

Charity: Willis Elementary School
Event: The Gecko Gala, Silent Auction
Date: Saturday, March 4th, 2017

I am writing to you on behalf of the Willis Elementary PTO to request a donation for our annual silent auction. This event will be attended & available as an online auction to families & staff of 800 students, we auction off gift cards, merchandise, and services donated by business like yours.

Willis continues to be impacted by budget cuts and increased operating costs, this event is one of our primary events to help raise money for our school. Your generous donation will help our students and staff receives the equipment, technology, supplies and resources they need. Any size donation is welcome and is fully TAX DEDUCTIBLE as we function as a non-profit 501 (c) (3) organization.

A donation form for silent auction items is attached. Simply fill it out, then call or email us and we'll handle everything. We will gladly pick up your donation, or it can be mailed to us. Please include business card(s)/brochure(s) that can be displayed at the auction. In order for your donation to be included in the advertising for the Gala, we must receive it by March 2nd, 2017.

Thank you in advance for considering our request and for your support of our schools, children and community.

Best wishes,

Ashley Henderson
PTO President & Auction Committee Chairperson
Willis Elementary School
Phone: (508)962-3738 Email: ashenderson321@yahoo.com

Tax exempt ID number is 90-0386111. A hard copy evidencing such is available upon request.



Donor Representative Name: _____

Donor Company Name: _____

Mailing Address: _____

Physical Address: _____

EMAIL: _____

Phone Number: _____

Description of item or service being donated:

Approximate Retail Value: _____

If you have any questions or need any additional information, please contact Ashley Henderson at: ashenderson321@yahoo.com Thank you for your support! I just so appreciate it.

Please return this form or email the same information to Willis Elementary PTO
by March 2nd, 2017.

Willis Elementary PTO • 14705 The Masters Avenue • Lakewood Ranch • Florida 34202
williselementarypto@yahoo.com