**Colony Meadows Elementary School**

**March 23rd, 2018 Auction**

**“*A TASTE OF NEW ORLEANS”***

4510 Sweetwater Boulevard  **.** Sugar Land, Texas 77479 **.**281-634-4120

Colony Meadows Elementary has been providing excellent education to children since 1991. We have always stood for high standards, values and tradition. Parents, teachers, and community leaders have worked hand in hand throughout the years to continually provide an exemplary education to all students. Many residents and businesses have been attracted to Sugar Land, in part, because of outstanding schools such as Colony Meadows Elementary.

Our Auction plays a vital role in providing funds for many of our programs at Colony Meadows Elementary. This year our Auction is online and public, meaning we have the possibility of reaching not only our school’s population, but beyond. Your business name will be listed in the description of the item being donated if it is included as part of a gift basket, and if your item is substantial enough to be a stand-alone item, a picture of your logo or the item donated will be posted. Your merchandise or service donation will be listed with your name in the description, along with a link to your business website or Facebook page.

Thank you for considering our request to make a charitable donation to Colony Meadows Elementary, as we help shape our community’s future.

**DONOR FORM**

***Please print***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name of Donor (as it should appear in the Program) | | | | |
| Phone | E-mail Address | | | |
| Mailing Address | | | | |
| City | State | | Zip Code | |
| Authorized Signature | | Print Name | | Date |

***Check one: \_\_\_\_Gift Certificate/Gift Card \_\_\_\_Tickets \_\_\_\_Merchandise***

|  |
| --- |
| Estimated Fair Market Value  $ |
| Description of Item | | |
| Restrictions | | |
| Date for pick up | Where to pick up: | * I have props to enhance display * Please find display props for me |

**All donations must be received by March 1, 2018**

**Please keep a copy for your tax records.**

**CME PTO is an IRS recognized 501 (c) (3) organization. Our federal identification is #76-0352937.**

**Contributions of goods/services are deductible for income tax purposes to the extent allowed by law.**

**Donor name will be mentioned on CME PTO website and in the Spring Gala Auction program.**

CME Families,

We are so excited about our **Spring Auction** that will take place on the evening of Friday, March 23rd!  The theme this year is “*A Taste of New Orleans*” and all of the parents and teachers at Colony Meadows Elementary are invited to come to Sweetwater Country Club to have dinner, dance, bid on the auction items (silent and live), and have a memorable night!  More information about the event will be coming soon.

In order to have a successful Auction, we need fabulous items to bid on, and that’s where **YOU** come in. After the New Year, we will be collecting items for grade-level baskets, but for now, we need your help in finding **donations from businesses and sponsors**.

* Do you frequent a favorite business or restaurant?
* Do you have a friend or family member with a business?
* Does your child participate in an activity that they love?

Please help us procure donations such as restaurant gift cards, free lessons, unique experiences, memberships, or other fun items.  Just bring this donation form and start asking around.  This is an amazing opportunity for a business to get exposure to our CME friends and families.

If you need additional donation forms, they can be found on the CME PTO website [www.cmepto.org](http://www.cmepto.org/).  There are underwriting forms on the website if you know of someone who would like to underwrite this event.  You can also ask at the front office for additional forms. All completed donor forms and donations can be brought to the front office at CME, or mailed to:

Colony Meadows Elementary

c/o Auction Committee

4510 Sweetwater Blvd

Sugar Land, TX 77479

We truly appreciate *any* help you can give.  Please consider asking a business for a donation. We want this Auction to be an awesome event for everyone, that will greatly benefit Colony Meadows Elementary and all the students that attend.

*One Team, One Goal, No Limits!*

Thank you,

Your CME Auction Committee

colonymeadowsptoboard@gmail.com