



# Holy Spirit

CATHOLIC SCHOOL

*Inspiring Minds* | Igniting Hearts

Parent-Teacher Organization (PTO)  
8800 Braddock Road, Annandale, Virginia 22003  
(P) 703.978-7117 (F) 703.978.7438  
[www.HolySpiritFlames.org](http://www.HolySpiritFlames.org)

Dear Sir or Madam,

As the Chairs of the Holy Spirit Auction, we are writing to ask for your support of our auction to be held on November 2, 2019. All proceeds will go directly to support our students from Prekindergarten through 8th Grade. Part of the funds raised at this auction will assist with many of the programs at the school. Most notably however, this year's auction proceeds will go to refurbish the school library to create an updated learning center bringing in technology to allow students the opportunity to learn media skills such as podcasting and video production as well as rethinking the space to allow for collaborative learning spaces while still maintaining our cherished literary collection.

Holy Spirit Catholic School is a charitable organization and your company's donation will be fully tax deductible and upon receipt of your donation we will send you an acknowledgment letter, which will recognize your gift for tax purposes.

All individuals and businesses who contribute to our auction will be listed in our program booklet, listed on our event website with prominent recognition on all event social media to be shared with teachers, other sponsors and church parishioners. We are committed to ensuring that your contribution is acknowledged in our community in order to provide you an opportunity to gain exposure with over 400 families and potential customers.

We are seeking sponsorships and/or donations of auction items such as services or gift certificates. Please see the attached sheet for sponsorship information and our donation form. To ensure adequate time to catalog items and advertise your donation, we would appreciate receiving your item(s) by October 11, 2019. Donations can be mailed to:

Holy Spirit Catholic School  
Attn: Fall Auction Committee  
8800 Braddock Road, Annandale, Virginia 22003

Thank you again for your consideration; one of our committee members will be in touch with you in the upcoming weeks to discuss your interest in making a donation.

Regards,

*Kendall Holbrook and Mary Pat Bonner,*  
*Auction Chairs*  
[holyspirtauction2019@gmail.com](mailto:holyspirtauction2019@gmail.com)  
<https://hscpto.ejoinme.org/holyspirit80s>  
Tax ID# 54-0761907 (501c3)



Holy Spirit School inspires life-long learners and ignites servant-leaders through a program of academic excellence grounded in the traditions and values of the Holy Catholic Church.



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## 2019 Holy Spirit Auction Donation Form

Name of Organization: \_\_\_\_\_

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

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

### Sponsorship

To ensure adequate time to advertise your organization, catalog items and advertise your donation, we would appreciate receiving your item(s) by October 11, 2019.

- ☐ YES! I would like to be a DIAMOND sponsor for \$5,000.  
*Sponsorship includes full page ad, inclusion on website and auction event signage.*
- ☐ YES! I would like to be a PLATINUM sponsor for \$2,500.  
*Sponsorship includes half page ad, inclusion on website and auction event signage.*
- ☐ YES! I would like to be a GOLD sponsor for \$1,000.  
*Sponsorship includes quarter page ad, inclusion on website and auction event signage.*
- ☐ YES! I would like to be a SILVER sponsor for \$500.  
Sponsorship includes listing in auction booklet, inclusion on website and auction signage
- ☐ YES! I would like to be a BRONZE sponsor for \$250.  
Sponsorship includes listing in auction booklet, inclusion on website and auction signage.

### Tax Deductible Donation

- ☐ YES! I would like to make a tax-deductible donation and do not need any sponsor benefits.

Amount of Cash Contribution (leave blank if not applicable): \$ \_\_\_\_\_



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**Non-cash Contribution:**

☐ YES! I would like to make a non-cash contribution.

Value of Donated Item(s): \$\_\_\_\_\_

Description of non-cash contribution: \_\_\_\_\_

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Contributions or gifts to Holy Spirit Catholic School are tax deductible as charitable contributions. Holy Spirit is a registered 501(c)3 non-profit organization. Upon receipt of your donation we will send you an acknowledgment letter, which will recognize your gift for tax purposes.

Donations can be mailed to:

Holy Spirit Catholic School  
Attn: Fall Auction Committee  
8800 Braddock Road, Annandale, Virginia 22003  
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