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## MUTUAL ELEMENTARY SCHOOL

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### Parent Teacher Association

*With **P**artnership and **T**eamwork, we **A**chieve success*

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February 23, 2010

Dear Friends,

I would like to offer you an opportunity to contribute to the educational experience of some of our community's children. Mutual Elementary School's PTA will sponsor a Basket Bingo Event on April 9, 2010. We are seeking donations from local businesses and community members to be raffled off for the benefit of the school. Funds raised will be used to purchase classroom materials, fieldtrips, and cultural arts programs that will directly benefit the students.

We would greatly appreciate if you would consider a gift certificate or monetary donation to help our cause. As we are a non-profit organization, your donation would be completely tax deductible.

All businesses donating will be highlighted on our PTA website, [www.mutualpta.com](http://www.mutualpta.com), as well as noted during our event. We expect in excess of 200 guests, and word-of-mouth, as you are aware, is a very powerful tool! Our school population is in excess of 500, and it would be our pleasure to include your business in the April and May issues of our monthly Newsletter, *Mutual Matters*.

Donations can be mailed to my attention at the above address or arrangements for pick-up can be made. Please complete the enclosed form and submit with your donation. Please make a copy for your records. Thank you very much for your time and generosity! I look forward to hearing from you.

Sincerely,

Shannon Kwiatkoski  
Special Events Chair, Mutual Elementary School  
410-495-9445  
[skwiat73@yahoo.com](mailto:skwiat73@yahoo.com)



# Mutual Elementary School

## Family Bingo Night Donation Form

**Please send donation by March 31, 2010**

Name/Company (please print as it should appear on our PTA Website and our Mutual Matters Newsletter)

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Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Description of item (please give detail)

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Restrictions or special conditions:

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Please check appropriate box:

- Gift Certificate enclosed
- Cash (Cash contributions will be used to purchase item(s) to be used as prizes/raffles. The Special Events Committee may combine your cash contribution with other cash donations to purchase item(s). Recognition will be given to all cash contributors.)
- Item enclosed
- Donor will deliver \_\_\_\_\_  
Date and Time
  
- Pickup needed \_\_\_\_\_  
Preferred date/time

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Donor Signature (Required)

Date

Please return this form to: Mutual Elementary School, Attn: Special Events Committee (Bingo), 1455 Ball Road, Port Republic, MD 20676

Kindly make your own copy for your records.  
Donations are tax deductible as allowed by law.

### **THANK YOU FOR YOUR DONATION**

Please attach business cards, posters, brochures, or advertising to best display your donation.

For committee use only:

Form received \_\_\_\_\_ Item received \_\_\_\_\_ Logged \_\_\_\_\_

Log # \_\_\_\_\_ Category \_\_\_\_\_