



December, 2016

Dear _____,

As a member of our community, you may be aware that our schools struggle financially to provide the necessities our children depend on in order to obtain the best education possible. You can play a meaningful part in our biggest fundraising event by donating items that will be auctioned when **Dixie Canyon Community Charter Elementary School** holds our **Annual Auction Gala on April 1, 2017, at Sportsmen's Lodge**.

At this event, we honor the people, business and community members who have aided our mission of the past 71 years- **to provide our children with the best possible education**. This public event includes dinner as well as silent, live and online auctions. Proceeds fund school programs such as our computer and science labs, physical education, art and drama, playground equipment and much more that would not be available without you!

We would be thrilled if you would donate a/an _____ to the auction. It is sure to garner a great deal of interest from those in attendance in person and those joining us online. We always credit and thank our benefactors for their donations in our print and online advertising before, during and after the event. By including items in our online auction, we maximize your exposure in and beyond our immediate community.

Please send or drop off your donation(s) by March 15, 2017.

**Attn: Auction @ Dixie Canyon Community Charter
4220 Dixie Canyon Ave, Sherman Oaks, CA. 91423**

If you have any questions, you may reach our Silent Auction Procurement Chair, Sherijo Damico, at 818-378-5522 or email sherijod@yahoo.com.

If you would like any additional information about our school, please visit our website at dixiecanyon.com.

Thank you in advance for your donation and support.

Sincerely,

Gloria Yniguez
Principal
Dixie Canyon Community Charter



Dixie Canyon's PTA – 2017 Auction and Dinner
DONATION FORM

(Items MUST be submitted by March 15th)

Thank you for participating in Dixie Canyon Community Charter Charity Auction and Dinner to be held on April 1, 2017 at The Sportsmen's Lodge. Please complete the form below and fill in all necessary information regarding your donation.

Company/Donor Name (as it should be listed in Auction Catalog): _____

Business Contact Person: _____

Business Street Address: _____

Phone: _____ Email: _____

Website: _____

Item/Service _____ Donation Item Estimated Value: \$ _____

Donation Item Complete Description (please list all details):

Restrictions, Expiration Date, Black-Out Dates (Certificates should be valid for one year from Auction, if possible.)

Donation Item Delivery Method (place a "check" next to appropriate option below):

I will **mail/and or ship** item(s) with this completed form to: **Dixie Canyon Community Charter 4220 Dixie Canyon Ave Sherman Oaks, CA 91423 Attn: Auction/Gala Team 2017**

I will **email** donated item(s) with this completed form to: sherijod@yahoo.com (gift certificates and anything else that can be printed).

****** If you have questions or would like to **arrange for a up**, please contact Sherijo Damico at 818-378-5522 or email: Sherijod@yahoo.com