

Ridgely Middle School PTA

121 Ridgely Road, Lutherville, MD 21093

September 21, 2011

I would like to invite you to participate in a very special event – the **30th Annual Ridgely Middle School PTA Craft Fair and Silent Auction!** The November 12, 2011 event will take place at Ridgely Middle School (RMS) from 10AM-3PM. This event is the only PTA fundraiser for RMS, which is a mainstay in the Lutherville - Timonium community, and we need your help to make it a success!

The funds generated from the Silent Auction contribute to the fine arts assemblies and other activities that benefit all of the members of our school. Each year we ask families and friends of RMS to please consider contributing product(s)/service(s) to benefit our Silent Auction. This is an excellent opportunity for businesses to participate in our RMS community and reap the benefits of reaching our parent population either through donated items/services/gift certificates or by matching funds raised at the Silent Auction.

To be a participant in the 2011 Silent Auction, please indicate the items you wish to donate on the attached letter and return the form to the address above (to my attention) or you may email it to me at lynnewaugh@gmail.com. It is important that you indicate the exact name, description, and fair market value of each of your donations. The sooner we receive your returned forms, the sooner we'll be able to promote your donations and the auction! Also remember that your donations are tax deductible as allowed by law. Please feel free to copy this information and pass it along to others!

We would like to receive all donations and/or commitments NO LATER THAN November 2, 2011 in order to give us time to get everything organized.

We look forward to your enthusiastic participation in the **30th Annual Ridgely Craft Fair and Silent Auction!** The students, parents, and staff at RMS join me in thanking you for your generous support of this important event.

Thank you,
Silent Auction Committee, Ridgely Middle School PTA
Lynn Waugh-Orlando

Ridgely Middle School PTA

121 Ridgely Road, Lutherville, MD 21093

PLEASE USE ONE FORM FOR EACH ITEM DONATED – COPIES ARE ACCEPTED (Please print or type)

EACH ITEM LINE MUST BE COMPLETED.

CONTACT INFORMATION

Company Name (if applicable):

Contact Name:

Address:

City:

State:

Zip Code:

Phone:

Fax:

E-mail:

Web site (if applicable):

DONATED ITEM

Name of Item Donated:

Cost or Fair Market Value:

*Complete Description of Item:

*If your item contains multiple services or products please detail in description.

SERVICE GIFT CERTIFICATE INFORMATION REQUEST

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

Name of product or service

Description of what is included and what is excluded

Name of person to contact for further information

Name, address and full contact information of your company

Instructions on how to redeem item

Include any additional information such as a photo or description brochure as appropriate

Date of expiration (if any)

DELIVERY OPTIONS: (Check one)

_____ I, or a representative of my company, will bring the above listed item(s) to Ridgely Middle School to be turned in at the main office No Later than **NOVEMBER 2, 2011.**

_____ Please have someone contact me to arrange pick up of my item(s) at (phone) _____ or (email) _____.

*If after October 29, 2010 please email lynnewaugh@gmail.com in order to make arrangements for your donation.