



City Garden Montessori School
1618 Tower Grove Ave
Saint Louis, MO 63110
Phone (314) 664-7646
Fax (314) 664-4997
www.citygardenschool.org

August 1, 2017

Dear Friend of City Garden,

City Garden Montessori School is celebrating TEN years as a charter school! That means this year's 7th Annual Gala (March 3, 2018) will be extra special, and we invite you to be involved by making an in-kind donation towards the Gala's silent and live auctions. Our annual Gala is an elegant and exciting event that brings together a diverse group of community leaders and supporters with delectable food and fine entertainment. Our goal is two-fold: we seek to bring members from all corners of our community together in celebration of what we have accomplished for our students, and we seek to raise funds for what still needs to be done for all children in our community.

Who We Are

City Garden exists to *redefine education* by developing the whole child in an excellent, inclusive, Montessori school; to *reimagine community* by creating spaces and systems that help to restore our collective humanity; and to *reinvigorate our world* by creating a culture in which individuals and communities thrive without disparities or barriers to success. As our goal is to be inclusive and accessible, your investment provides our students with:

- A dual-certified lead teacher and assistant in every classroom
- An excellent Montessori Early Childhood Education Program for children ages 2 ½ to 5 years old
- A facility that is environmentally friendly and conducive to our students and community building

How You Can Help

You can be a part of making this event exciting and successful! We invite you to become a 7th Annual Gala sponsor and/or to donate gift certificates, merchandise, services, or a unique experience towards the Gala's silent or live auctions. In exchange, you will receive some excellent exposure and advertising. All sponsors and donors will be recognized appropriately and promoted in front of our crowd of 400 attendees. 100% of the proceeds go directly to support our students. Your life changing investment is tax-deductible. Please see the back of this letter to see how you can donate.

If you have any questions please contact our Director of Development and Public Affairs, Bob Sweeny at bob@citygardenschool.org or via phone at (314) 664-7646 ext. 215.

Thank you for your consideration,

Rachel D'Souza Siebert
Gala Chair

Samantha LeCointre
Head of Auction Solicitation

Bob Sweeny
Director of Development and
Public Affairs

City Garden serves the Botanical Heights, Forest Park Southeast, Shaw, Southwest Gardens, and Tiffany neighborhoods in the City of St. Louis. City Garden Montessori School is a registered 501(c)3 tax exempt organization. Tax ID #43-1671014.

How to Donate Auction Items:

- Please complete the enclosed Auction Item Donation Form and return with your donation to City Garden Montessori School by October 30, 2017. We are also willing to pick up your item(s).
- We typically group items from different donors, as this best practice increases the exposure and total value of the auction basket which generates more revenue for our students. On the Auction Item Donation Form, please indicate if you do not want your donation paired with other donations.

Become a Gala Sponsor:

Contact Bob Sweeny at bob@citygardenschool.org or via phone at (314) 664-7646 ext. 215 for a full list of sponsorship options and benefits.

Advertise in the Gala Program:

Contact Amber Norris at amber@citygardenschool.org for a full list of sizing and price options.

You are invited:

Coming soon: \$150 tickets for the City Garden 7th Annual Gala will be available to purchase online at <http://citygardenschool.org/get-involved/donate/gala>. The Gala will be held Saturday, March 3, 2018 at The Palladium Saint Louis. See our website for more details.

For more information about partnering with City Garden, please contact our Director of Development and Public Affairs, Bob Sweeny at bob@citygardenschool.org or via phone at (314) 664-7646 ext. 215.



Auction Item Donation Form

Donor Company Name (if applicable) _____

Company Representative or Donor Name: First _____ Last _____

Address _____ City _____ State _____ Zip _____

Email _____ Work _____ Cell _____

Please send me information regarding event sponsorship investments.

DONATION/ITEM _____ Fair Market Value \$ _____

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DONATION/ITEM _____ Fair Market Value \$ _____

DONATION/ITEM _____ Fair Market Value \$ _____

DONATION/ITEM _____ Fair Market Value \$ _____

For Office Use Only
Item #: _____
Item #: _____
Item #: _____
Item #: _____
Item #: _____

Please include any additional items on the back of this sheet.

Please list my name in the program:

Same as above Do not list List as _____

- I would like City Garden to create the gift certificate(s) for my donation(s). I will not provide them.
- Please do not separate or group my donation(s) with other donations. (Note: We typically group items from different donors because this best practice increases the exposure and total value of the auction basket which generates more revenue for our students.)

Expanded description, if necessary, for inclusion in event catalog (please indicate any restrictions/exclusion/specifications):

If item(s) must be picked up, please indicate Date: _____ Time: _____

Pick-up Location (if different from address above): _____

Return to: City Garden Montessori School
 1618 Tower Grove Ave.
 Saint Louis, MO 63110
 314-664-7646 Phone
 314-664-4997 Fax

For Office Use Only:
Solicited by: _____
Databased by: _____
Date Databased: _____
Databased as Item #: note above as needed

All items are requested by October 30, 2017.

**Donor, your donation will be acknowledged by letter after the event.
Sollicitor, please return original to Bob Sweeny for proper recognition.**



DONATION/ITEM _____ Fair Market Value \$ _____

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Item #: _____

Item #: _____

Item #: _____

Item #: _____

Item #: _____

Additional Notes regarding item, restrictions on gift certificates, recognition in catalog: