Dear (name),

I’d like to invite you to take a moment to learn about a new nonprofit organization that is inspiring school kids around Oregon to become stewards of our natural world. This new nonprofit is launching this year, and we need your help. Can you help support our mission by donating an item or service to the silent auction/raffle we have planned as part of a special event?

We are currently planning a large event called “Passing of the Torch,” on October 26 at the World Forestry Center. The event will launch the Eco-School Network as a nonprofit organization while celebrating the legacy of two of Portland’s most prominent sustainability leaders – Jeanne and Dick Roy.

The Eco-School Network is a program the Roys incubated for nine years with over 100 volunteers that is now becoming an independent organization. The Network equips parents to lead school communities toward sustainability, helping children in our region learn and practice sustainability while shaping healthy schools. For example, students grow vegetables and native plants in school gardens, they reduce cafeteria waste, and they walk and bike to school together.

Can you help us out with a donation of a product or service to help prepare young people for the environmental challenges they’ll face? Your donation of an auction item will help us provide free outreach, training, and ongoing support to our 74 parent leaders who each lead a school sustainability initiative with students. We’re requesting donations (or packages) over $75 in value. In return for your donation, we’ll recognize you on our event website, annual report, donation item signage, and a thank you letter that you can use for tax deduction purposes.

Thank you so much for your time, your consideration of our request, and for your investment in this important cause. A donation form is attached. Simply fill it out, then call or email us, and we’ll handle everything. Feel free to contact me if I can be of assistance.

Sincerely,

Your name

Eco-School Network leader/ board member

Your phone and e-mail address

Silent Auction / Raffle Donation Form

Donor Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donor Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Physical Address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of item or service being donated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Retail Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific terms, conditions and/or dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Thank you for your support!

Amy Higgs, Executive Director

Eco-School Network

503-206-1519

Please return this form by mail or email to Rachel by September 24, 2018: rachel@ecoschoolnetwork.org

Eco-School Network

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