



To Whom It May Concern:

I am writing to you on behalf of the Roosevelt School PTA. Our school has over 600 students and our PTA provides money for field trips, art classes, educational assemblies, class room supplies and other educational materials to enhance our children's education. We hold several events and fundraisers throughout the year to raise funds for these activities and supplies.

Each year, our 5<sup>th</sup> graders attend a week of Outdoor Education in Jones Gulch/Pescadero. During their week at Outdoor Education, students learn about the natural world, explore the forest and beach ecosystems, and learn to work together as a community. This is an invaluable opportunity for our 5<sup>th</sup> graders, many of whom have never traveled to the local redwoods or coastline in the past. For the 2013/2014 school year, our 5<sup>th</sup> graders are scheduled to attend during the week of May 19, 2014.

The cost for each student to attend is \$260, or \$31,000 for the three 5<sup>th</sup> grade classes. We are a Title 1 school with just over 70% of students qualifying for lunch assistance. For some parents, the \$260 expense is out of their reach. We would greatly appreciate any donation that you can offer to help us reach our \$31,000 goal.

In acknowledgement of your generous donation, we will recognize your contribution on our Roosevelt School PTA website and in a newsletter which will reach the families of all students enrolled in our school. Our organization's tax exempt 501(c) 3 number is 94-6173875.

On behalf of the students, parents, and faculty of Roosevelt School, thank you for your consideration.

Sincerely,  
Trish Reilly Taylor  
Communications Director  
Roosevelt School PTA

**Outdoor Education Contribution**



Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone, If Different than above: \_\_\_\_\_

Donation Amount: \_\_\_\_\_

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

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Please return this form and your contribution to

**Roosevelt PTA c/o Roosevelt School, 2223 Vera Avenue, Redwood City, CA 94061.**

All contributions are tax deductible.

Questions? Please call our school office at (650)369-5597

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This form, when signed below by an officer of the Roosevelt PTA, will serve as your receipt. The Roosevelt PTA is a nonprofit section 501(c)3 tax-exempt organization. We have not provided you with any goods or services in exchange for your donation.

PTA Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EIN: 94-6173875

**We thank you for your generosity!**