



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.

This year, our 6th graders will attend a week with Yosemite Institute in Yosemite National Park. During their week in Yosemite, the students will explore the geologic history of the Sierra Nevada and engage in field research projects. This is an invaluable opportunity for our 6th graders, many of whom have never traveled outside of San Mateo County. For the 2013/2014 school year, our 6th graders are scheduled to attend during the week of April 7, 2014.

The cost for each student to attend is \$525, or \$31,500 for the two 6th grade classes. We are a Title 1 school with just over 70% of students qualifying for lunch assistance. For some parents, the \$525 expense is out of their reach. We would greatly appreciate any donation that you can offer to help us reach our \$31,500 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: _____

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

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!