



St. Jacob Elementary School

Triad Community Unit School District No. 2

Mr. Jay Simpson, Building Principal
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To Whom It May Concern:

The St. Jacob Elementary School PTO will be holding their 7th Annual Trivia Night and Silent Auction on Friday, March 13th, 2015. We are asking for support from businesses to help us make this a success for our school. Funds raised that evening will be used to support the purchasing of educational tools. With projected budget cuts, this fundraising event is very important to our small school where our teachers have relied heavily on the funds from the PTO. The St. Jacob Elementary PTO is working hard to assist in extra funding where it is needed.

Our Trivia Night & Silent Auction is designed to bring our parents, staff and community together to support our school and the education of our young students.

We are asking for items and/or services or an office organized gift basket that you can provide as a donation to our Silent Auction. Your donation can be mailed directly to our school at the above address. Please label it "Attention Trivia Night/Silent Auction". If you are a local business, I can make arrangements for your donation to be picked up by one of our committee members, just call me at the number provided below. Any monetary donations can be made payable to St. Jacob PTO and send it to the above address.

Those who give any donation will be acknowledged in our handout packets placed at each table. In past years, this event has been a complete success, and we would be honored if you would be a part of it this year.

The St. Jacob Elementary School PTO appreciate your donation to our event. I personally thank you very much for your generosity in your donation and supporting the PTO and our loyal staff & students.

Sincerely,
Chris McCulley – Chairperson
PTO President
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