



Dear Sir or Madam,

On behalf of the Frank L. Huff Elementary PTA, we are soliciting your support for our **20th Annual Silent Auction** happening **Saturday, November 4, 2017** in Mountain View. The auction is Huff's largest school fundraising event. The proceeds are used to provide enrichment programs such as environmental education, art, physical education, science labs, and field trips that are vital to the success of our students. Money raised also enables the PTA to support Huff teachers by offering teacher supply reimbursements, classroom supplies, and technology support. These programs are only possible with the support of businesses like yours. Please consider participating in the silent auction in one of the following ways:

1. Donate a product, service, gift certificate, trip, or experience
2. Place an advertisement in the auction catalog

Local businesses have much to gain from strong, thriving public schools. Excellent public schools are key factors in attracting and retaining high-caliber employees. We know from past experience that merchants who participate in the auction benefit from increased patronage from the Huff school community.

To ensure your donation or advertisement is included in our online catalog, **we need to receive your materials by September 29, 2017**. Please complete the enclosed Auction Item Donation Form or Auction Catalog Advertising Form and send it along with your donation/payment to:

Huff PTA
Attn: Auction Donations
253 Martens Avenue
Mountain View, CA 94040

Visit our website at **www.huffpta.com** for more information about the 20th Annual Huff Silent Auction. The Huff PTA is a 501(c)(3) organization (tax I.D. 77-0492242). Please contact me if you have any questions about the event or how your business could participate.

Thank you for supporting the students and teachers at Frank L. Huff Elementary School!

Sincerely,

Suzanne Shultz
Auction Chair
tel: (267)235-3121 or email: suzanne.shultz@gmail.com