



Dear Friends,

Monroe Christian School hopes that you will take a few moments to read about our upcoming event and decide to participate and support our annual auction, which will take place on Saturday, March 24, 2018. Our theme this year is *“Knights, Camera, Action!”* Be part of the *action* as we work toward our goal of \$50,000 to make school-wide improvements to our classrooms and building.

To make this event as exciting and successful as possible, we need your help!

- 1. Join us for the auction and dinner!** Purchase tickets for a fun-filled evening or sponsor a table and bring your friends. Invitations can be requested by contacting the school office at 360-794-8200 or secretary@monroechristian.org.
- 2. Donate a gift or service:** Please consider supporting our event by making a tax-deductible donation of a service or item for our silent or live auction. We are a 501(c)(3) organization, and our Tax ID can be found on the bottom of this letter.

Donating is a great way to advertise your business to the local community. Items are limited only by your imagination, for instance: gift certificates, services, tickets to an event, or any item of value. (Please note that any gift certificate with an expiration date must be valid for one year from the date of the auction, through March 23, 2019.) Please keep the yellow copy of the procurement form as your donation receipt, and attach the white copy to your donation. If you are receiving this request electronically, please be sure to make a copy of the procurement form for your records. **Donation deadline: February 23, 2018.** We will gladly pick up your local donation, or it can be sent to the school at the address listed below.

- 3. Advertise or Sponsor:** Showcase your company or organization with full, half, business card or other premium ad space in our auction program. Corporate sponsorships are also available. For advertising or sponsorship, please contact our office at 360-794-8200.

Thank you in advance for considering our request. We are very grateful for your support. Please do not hesitate to contact us for more information or questions: 360-794-8200 or email secretary@monroechristian.org.

Sincerely,

The MCS Auction Committee