Dear Neighbor:

The Computer School (MS 245) is a public middle school (grades 6-8) serving families from all over the Upper West Side, Harlem and Upper Manhattan. We are a thriving, diverse community with a dedicated team of teachers, administrators and parents.

Every spring our Parent Association hosts an auction, our biggest fundraiser of the year. The proceeds help sustain important programs and services offered in the school. **PA funds help support so much: educational field trips, classroom libraries, updated technology, arts and sports programs, and more.** The Department of Education's budget cuts and funding constraints directly impact children in the classroom. Additional funding sources are needed on an ongoing basis. We are asking for your help to ensure the continued success of our school. Our auction will be held in the spring of 2022 (date TBD).

Donating to our auction is a great way to promote your business while supporting our vibrant school community. Your business will be visibly promoted to more than 300 local families whose children attend the school, plus hundreds more who view our online auction.

Previous donations have included: merchandise, gift certificates/gift cards, discounts, tours or experiences, shopping events, restaurant vouchers, theater tickets, salon services, trips, vacation homeuse, wine, jewelry, and more. **No donation is too big or too small – each one helps our children and gives valuable visibility to your business.**

Donating is easy. Choose one of three ways to donate:
   • Complete the attached form and return it by mail or via a CS parent, *OR*
   • Email the donation information to ms245auction@gmail.com, *OR*
   • Donate online at: https://thecomputerschool.wufoo.com/forms/w1h872gk0lxi0e8/

If you have any questions or are interested in sponsorship opportunities, email us at ms245auction@gmail.com.

On behalf of our children, thank you so much for your support!

Best wishes,
The Computer School Parents Association Auction Committee

The Computer School Parents Association is a not-for-profit 501(c)(3) corporation,
Tax ID# 13-4144056. All donations are fully tax deductible to the extent permitted by law.

2022 Auction Donation Form

Donor Business Name: _____

Contact Name:_____Signature:_____

Address:_____

Email:_____Phone:_____

Description of donated item or service (*please be specific*): _____

Value of donation: $_____

Expiration Date: Please allow one year from event date of May 2022 to redeem, or specify alternateexpiration here: _____

Special instructions, restrictions, etc.:_____

Check one: ❑ Gift certificate/item enclosed OR ❑ Use this form as the gift certificate

Computer School contact name/phone/email: _____

Please submit all donations by April 29th 2022. *THANK YOU!*

Mail completed form and related gift cards or merchandise to:
        Computer School Auction Committee
        100 West 77th St., 3ʳᵈ Floor, New York, NY 10024
OR: Scan completed form and email to ms245auction@gmail.com
OR: Email/phone the contact person above to request pick-up of form and merchandise