



October 22, 2016

Dear Friends and Supporters of Our Lady of Mount Carmel School,

For over 130 years, Our Lady of Mount Carmel School has been serving generations of students from all social, economic and cultural backgrounds. We look forward to continuing to be an asset to the Redwood City and Peninsula community for many more years. Through the generosity and support of businesses, organizations, and individuals, our Annual Benefit Auctions have historically been very successful in allowing us the ability to directly fund vital academic programs for our students, including the necessary science and technology tools the students need for high school and beyond. We are once again reaching out for your support for this year's Benefit Auction, ***Under The Shanghai Moon***, to be held at the school on **October 22, 2016**.

We are hopeful that you will be able to support this wonderful community event through sponsorship, donation of items or services, advertising or by attending the event. The funds raised from our auction will directly benefit our students through the growth of our technology, science and enrichment programs. Your generosity will be acknowledged in our auction catalog, in social media outreach, and on the auction website. Our faculty, alumni, and school families will be encouraged to patronize those businesses that support the event. To be included in the auction catalog, the deadline for sponsorship and donor forms is **Friday, September 30, 2016** and the deadline for delivering donations to the school is **Tuesday, October 4, 2016**.

We thank you in advance for your consideration and support. Not only is this a great event for the community, but more importantly, a chance to invest in the future of our children. Donations made to Our Lady of Mount Carmel School are tax deductible to the extent allowed by law. Our Tax Identification Number is 94-2515434. If you have any questions, please contact our Development Office at (650) 366-6127.

Warmest regards and gratitude,

Teresa Anthony, Principal
Jessica Ham, Event Chair
Nori Jabba, Sponsorship & Advertising
OLMC Procurement Team



October 22, 2016

Sponsorship, Advertising and Underwriting Opportunities

Please return form and payment to Nori Jabba (bnjabba@pacbell.net) by September 30, 2016

Dragon \$3,000 Our Premier Sponsor (Only one available) <i>Please email us in advance to make sure this level is available</i>	<ul style="list-style-type: none"> • Full page, back cover, color ad in Auction catalog • Your company logo and link on Auction website and social media outreach • Tickets and VIP table for 10 • VIP Service before and evening of event • Two bottles of wine for table • 10 collectible glasses and bottomless signature drink
Tiger \$1,000 (3 spots available)	<ul style="list-style-type: none"> • Sponsor a Silent Auction Classroom during the event: Your name will be prominently displayed in the classroom and featured in the Auction Catalog • Full page color ad in Auction Catalog • Your company logo and link on Auction website and social media outreach • Tickets & seating for 4 • VIP Service before and evening of event • 4 collectible glasses and bottomless signature drink
Rabbit \$500	<ul style="list-style-type: none"> • ½ page color ad in Auction Catalog • Your company logo and link on Auction website and social media outreach • VIP Service before and evening of event • Event tickets & seating for 2 • 2 collectible glasses and bottomless signature drink
Monkey \$300	Help us with cost of Auction food, dessert, music, decor, stocking the bar, and more <ul style="list-style-type: none"> • ¼ page black & white ad in Auction Catalog • Your company logo and link on Auction website and social media outreach • 2 collectible glasses and bottomless signature drink
Rooster \$100	Sponsor a faculty or staff member to attend the Auction <ul style="list-style-type: none"> • Business card black & white ad in Auction Catalog • Your company logo and link on Auction website and social media outreach • 2 collectible glasses and bottomless signature drink
Advertise/Underwriting	From \$100 and up: \$500 and up: full page ad, \$250: ½ page ad, \$100: business card ad

All donors, sponsors and advertisers will receive acknowledgement in our Annual Report and will have a link on our Auction website.

Thank you for your support!



October 22, 2016

Sponsorship, Advertising and Underwriting Form

Please send your form with payment by September 30 to:

Our Lady of Mount Carmel School, 301 Grand Street, Redwood City, CA 94062

You can also fax this form to 650-366-0902 or send via email to Nori Jabba at bnjabba@pacbell.net.

Sponsor Name (as you want it to appear in the Auction Catalog and Annual Report)		
Company Name (if different)		
Contact Info (or attach business card):		
Address		
Email		Tel.

Sponsorship Levels – Please select by checking appropriate box

- ☐ **Dragon - Premier Sponsor \$3,000** (includes 10 event tickets)
Only one available *Please call us in advance to make sure this level is still available*
- ☐ **Tiger - \$1,000** (includes 4 event tickets)
Three spots available *Please call us in advance to make sure this level is still available*
- ☐ **Rabbit - \$500** (includes 2 event tickets)
- ☐ **Monkey- \$300** (event tickets not included)
- ☐ **Rooster - \$100** (event tickets not included)

Advertise/Underwrite the Auction

- ☐ Full page color ad - \$500 or more
- ☐ Half page black & white ad - \$300 to \$499
- ☐ Business card black & white ad - \$100 to \$299
- ☐ **Sponsorship/Underwriting donation of:** \$_____
- ☐ **I don't need all the seats associated with my sponsorship:** I would like to donate them back to the school and receive a tax write off. We will contact you to work out the details.
- ☐ **I want to attend the event. Please send me an invitation.** (Tickets are \$75 each)



October 22, 2016
Event Donation Form

Forms are due no later than September 30, 2016

Donating an item or service helps us greatly in generating necessary school funds at Auction. You can send your form to the school address below or email our Procurement Team at: olmcprocurement@gmail.com.

Donated items must be dropped off at school or arranged for pick-up by October 4.

At the school's discretion, donations and forms received after the due dates above may not be recognized in the Auction Catalog and may be used at the Spring Festival Raffles.

Donor Name <i>(as you want it to appear in the Auction Catalog and Annual Report)</i>		
Company Name <i>(if different)</i>		
Contact Info (or attach business card):		
Address		
Email		Tel.

Donation Title: _____

Donation Description: *(This will be used for the Auction Catalog. Please include any limitations or restrictions. All donations for events need to specify date or dates.)*

Expiration Date: _____ **Fair Market Value:** (for IRS purposes) \$ _____

Does your donated item/gift certificate accompany this form: • Yes • No

(If no, please deliver your item(s) to the school by the due date or contact us to arrange for collection.)

Would you like to be anonymous: • Yes • No

Tax Deduction Information: Your donation is tax deductible to the extent allowed by law. **Our Tax Identification Number is #94-2515434.** Please keep a copy of this form as your receipt for tax purposes.