



## Raoul Wallenberg High School PTSA

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40 Vega Street • San Francisco, CA 94115  
415.749.3469 • Fax 415.346.7303 • E-mail [sch785@sfusd.edu](mailto:sch785@sfusd.edu)

January 13, 2015

Dear Local Merchant/Manager:

We are writing to request a donation to our **Annual International Fundraising Dinner** on Friday March 20, 2015 from 6-8 p.m. The Parent-Teacher-Student Association (a non profit 501 3(c) organization) for Raoul Wallenberg High School (a public high school in San Francisco) helps support one of the school's core missions, which is to empower all students to achieve academic success and thrive as 21st century citizens.

Dedicated parents plan this fundraising event, donating countless hours and immeasurable energy to support our school. But we cannot do this alone. We are hoping that you will consider being a supporter of our school's largest fundraiser, as we rely on this fundraiser to support our students. At the start of the school year, we made goals to raise funds for technology. These include, but are not limited to, updating obsolete computers, Elmo and digital projectors, Classroom Boards, LED digital message boards, library equipment, and other supplies.

There are a few ways you can help. You can make a donation in the form of goods or services, or you can make a cash donation to underwrite some of our event expenses. All donations and sponsorships are welcome and appreciated. Because this is a spring event, we request that donations be valid through March 31, 2016, if possible. Enclosed is a donor form that should accompany each donation.

As a token of our appreciation for your support, we would like to publicly acknowledge your generosity in the event program. All donations are tax deductible, Tax ID: 94-2787358.

On behalf of our parents, teachers, and students, thank you very much for your consideration of this request. Please don't hesitate to contact Sara Phillips-Ritchey with any questions. We look forward to hearing from you and including you in our special event.

Very Truly Yours,

Sara Phillips-Ritchey  
PTSA Interim President  
415-661-8323  
[sewmrsritchey@me.com](mailto:sewmrsritchey@me.com)

Cheryl A. Foster  
WHS Principal  
415-749-3469



# Donation Form

Annual International Fundraising Dinner



Wallenberg High School PTSA  
WALLENBERG HIGH SCHOOL  
40 Vega Street, San Francisco, CA 94115  
Phone: 415-749-3469  
Tax ID: 94-2787358

**YES!** We are proud to support the **Annual International Fundraising Dinner** organized and held by the Wallenberg PTSA.

## DONATION INFORMATION

**TYPE:**  Merchandise  Gift Certificate  Tickets  Service  Special offering  
PRINT a description of your donation.

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**TYPE:**  Cash  
Gift amount:  \$50  \$75  \$100  \$250  \$500  \$1,000  other \$\_\_\_\_\_

**Make checks payable to:** Wallenberg High School PTSA

### **DELIVERY:**

Donation enclosed/attached  Donation delivered to WHS Main Office on \_\_\_\_\_ (date)

## DONOR INFORMATION

Donor or Company Name: \_\_\_\_\_  
Donor Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_

## RECOGNITION

Wallenberg PTSA will recognize in the event program those who have been so kind as to support our children.

For donor recognition purposes, please list my name or my company name as:

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Please do not recognize me or my company in the event program.

If you have questions, please contact Valerie Louie at 415-509-8531, or [v.louie@sbcglobal.net](mailto:v.louie@sbcglobal.net).

*Additional donation forms can be picked up in the school office.*