



Santa Teresa Parent Teacher Organization

PO Box 53422, San Jose, CA 95153

Tax ID EIN# 26-0331981

November 20, 2021

Dear Community Affairs/Donations Coordinator,

As the Online Auction Coordinators for the Santa Teresa High School Parent Teacher Organization (ST PTO), we are actively involved in securing partnerships with local businesses, such as yours, in our community. We are a federally recognized non-profit organization with a 501(c)3 tax-exempt status.

This year, instead of our traditional Holiday Boutique we are hosting our **1st Annual STHS Online Auction Fundraiser** from December 6-10, 2021. We are expecting over 1000 families to visit our online auction showcasing local vendors.

Support of our schools is more critical than ever and Santa Teresa High School is continually challenged to seek out more resources from parents and local businesses. The Online Auction is our top fundraising event. *The proceeds raised will have a direct and immediate impact on all the students and staff at STHS.* They will help us provide grants to teachers to create innovative learning opportunities for students as well as replenish basic classroom necessities. For our students, your donation will allow ST PTO to award student scholarships and to offer financial support for student organizational activities.

We will gladly accept donations of products, services, or gift cards for the Online Auction. In return, we will acknowledge your business's contribution via social media and in our newsletter which is distributed to our ST community of 2,200 families. Your company name will be featured with your donation on the Online Auction. If you require additional information about the ST PTO and the work we do, please don't hesitate to contact us. Certificate or gift card donations may be mailed to: ST PTO, PO Box 53422, San Jose CA 95153. Larger donations may be mailed to ST PTO Online Auction, 6117 Del Robles Ct., San Jose, CA 95119. We would also be happy to pick up any donation by arrangement. Donations are needed by November 19, 2021, ideally.

Thank you for your time and consideration.

Sincerely,

Online Auction Committee

e: contact@stpto.org

c: 408.221.6848

w: www.stpto.org