CARMEL CLAY SCHOOLS
PRAIRIE TRACE ELEMENTARY SCHOOL
Parent Teacher Organization
14200 North River Road, Carmel, IN 46033
https://www.ccs.k12.in.us/pto-pte ptoprairietrace@gmail.com
Tel-317.571.7925 Fax-317.571.7926

AT PRAIRIE TRACE ELEMENTARY SCHOOL, OUR SILENT AUCTION SPEAKS LOUDER THAN WORDS! As one of our largest fundraisers of the year, Prairie Trace PTO, in partnership with our students, staff and administration, returns 100% of the monies raised from our Silent Auction to the school by funding needs like classroom materials, alternative seating, field trips, school wide programs and assemblies, teacher support, and technology.

Year after year, sponsorships from local businesses and service providers like yours make our event successful. PLEASE CONSIDER SUPPORTING US THIS YEAR!

The Silent Auction is part of our **"Prairie Trace Parent's Night Out" event**, where guests will come together to celebrate Prairie Trace while enjoying specialty food and libations on **Friday, June 4, 2021 at Prairie View Golf Club.**

Sponsorship Levels:

Please note: We also collect donations in the form of services, gift cards and products. Please let us know if you are interested in donating these.

PTO Partner - $100 gift

- Company logo/Family name will be prominently displayed on every cell phone through our *OneCause* bidding technology (rotating ad for 5 second intervals) and on the screen throughout the evening; and
- Company logo/Family name will be displayed throughout event.
- Promotion in Teacher's Lounge leading up to and post event with your Company logo/Family name and sponsorship level.

Friend of PTE - $250 gift

- All benefits listed above for PTO Partner level; and
- Company logo/Family name in the *Hawks Herald* newsletter with small write up, if provided, during and after event; and
- 2 complimentary tickets to the event.

Hawk Elite - $500 gift

- All benefits listed above for the PTO Partner and Friend of PTE levels; and
- Full page advertisement, provided by you prior to the due date, linked on our PTO page for a year; and
- 4 complimentary tickets to the event.

Please complete the attached Sponsorship Form by Friday, May 14, 2021. Please make checks out to PTE PTO. We are a non-profit organization under Section 501(c)(3) of the Internal Revenue Code and as such, your donation is fully tax deductible. Employer ID# 35-2047795.

Any support you can provide will make a difference in the learning experiences of our students. Thank you for your kindness and consideration. We hope to reward you with new and loyal customers because of your generosity!

Sincerely, *The Prairie Trace PTO Silent Auction Sponsorship Team*

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Prairie Trace Sponsorship
Frequently Asked Questions

1. **Are there any incentives for businesses to sign up right away?**

   - **Yes!** You will be first to be included in the *Hawks Herald* newsletter, our newsletter to all parents.
   - Maximum time on our PTO website.

2. **How many people will my sponsorship reach?**

   - At PTE, we have over 400 families at our school!
   - Last year more that 60% of those who bid at our auction were signed up the week before the auction occurred and were actively bidding on items prior to the night of the event.

3. **What do I need to provide to be featured in an issue of the *Hawks Herald* newsletter?**

   - Provide a paragraph, 2-3 sentences, describing the key facts regarding your business.
   - Please include a point of contact and contact information, so that our PTE families will know how to take advantage of your product/service offerings.
   - We will work with you to ensure that the information you want to convey can be scaled to fit in the newsletter.

4. **What do I need to submit to be featured on the PTO website?**

   - A Press Ready pdf file ready to be uploaded to the website.

5. **Is our sponsorship tax-deductible?**

   - Yes. Prairie Trace PTO is a *501(c)(3) organization. E.I.N.* 35-2047795
   - Please let us know if you require a separate tax receipt.

6. **Is there a deadline?**

   - To be a part of the online silent auction you must have paid by May 14th.
   - There is no deadline to have your business named on the PTO website or to be included in the *Hawks Herald* newsletter. Sponsorships last for a calendar year.

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Silent Auction Sponsorship Form – 2021

Sponsor Information
Company/Family Name: (as it should appear in our online catalog)
Contact Name:
Address:
City, State, Zip:
Phone:
E-mail:

Sponsorship Level
_____Hawk Elite $500 _____ Friends of PTE $250 _____ PTO Partner $100

Item Information	
Item:	Estimated Dollar Value:
Item/Service Description:	
Restrictions, if any:	
Mark appropriate box: ___ item is attached ___ item needs to be picked up	Are you a Prairie Trace Parent? ___ yes ___ no
Signature:	Date:

- Make checks payable to the PTE PTO.
- Please submit print-ready logo art in JPG or PDF file format to rtrzesniewski1@gmail.com.
- Provide a letter sized flier if you wish to be linked on the Prairie Trace Elementary PTO website for all families to access.

Sponsorships and Donations are due May 14, 2021 - Thank You for Your Support!

Prairie Trace Elementary PTO is a non-profit organization under Section 501(c)(3) of the Internal Revenue Code. Your donation is tax deductible. Employer ID# 35-2047795.