



Dear Valued Community Member,

On behalf of the Encino Charter Elementary School E-Team, our school booster organization, we are contacting you to request a donation of goods or services for our annual Gala & Silent Auction fundraiser currently scheduled to be held on March 28th, 2020.

Encino Charter Elementary is the only Encino neighborhood school distinguished as a Gold Ribbon school, based on strong academics and programs, demonstrating exemplary achievements for students. With a diverse school population and kids with varied learning types, it's critical we provide a well-rounded education for our future leaders of tomorrow. Based on continued LAUSD budget constraints, the E-Team funds critical programs such as a science teacher & lab, a computer teacher, laptops/iPads for all students, an art program, a PE teacher, and extended library hours & literacy programs. We are responsible for raising over \$250,000 every year, and we rely on our community sponsors and school families to support our fundraisers to provide these programs for the children!

Your donation provides the funds necessary to support and maintain the school's excellence and 10/10 rating on greatschools.net, which in turn keeps our community strong! Your business will in-turn receive incremental exposure by being featured in the Auction catalog (distributed to the entire school), in addition to exposure at the event. All donations are tax deductible (E-Team tax identification # 54-2121912).

Thank you in advance for your consideration and support! Your contribution to our Gala provides the foundation to meet the needs for our children in the classroom and beyond.

Please send donations to:

**Encino Elementary E-Team  
17328 Ventura Blvd. #306  
Encino, CA 91316  
Attention: Lori Gordon Teti**

Sincerely,

A handwritten signature in black ink, appearing to read "L. Gordon".

Lori Gordon, Gala & Auction Co-Chair  
LoriJGordon@gmail.com



|   |
|---|
| Item#: _____<br>Rec'd: _____<br>(internal use only) |
|---|

Please complete the form & return by March 01, 2020 to be included in the Auction Catalog, distributed in March to the entire school.

Donor or Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

This is a donation of: \_\_\_\_\_ Actual Merchandise  
 \_\_\_\_\_ Gift Certificate (included with this form)  
 \_\_\_\_\_ Gift Certificate (to be printed by Encino Elementary Charter School)

Description of Item:  
 \_\_\_\_\_  
 \_\_\_\_\_

Retail Value: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Restrictions or Conditions: \_\_\_\_\_

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Return This Form To:**  
**Encino Elementary E-Team**  
**17328 Ventura Blvd, #306**  
**Encino, CA 91316**  
**Attention: Lori Gordon**

If you have any questions, please contact Lori Gordon at: [LoriJGordon@gmail.com](mailto:LoriJGordon@gmail.com)

To be filled out by Parent or Friend of Encino Elementary School:

Parent Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Child Name: \_\_\_\_\_ Room #/Teacher Name: \_\_\_\_\_