



Hunter College High School
Parent Teacher Association
71 East 94th St. New York, NY 10128



Dear Chef, Owner, and Manager,

Thanks so much for helping education here in New York City! Hunter College High School (HCHS) is a public school serving students from all over our city. Each year, we host an auction to raise much needed funds for our teachers and students, fueling one of our nation's top schools.

We would love to see your donation of food at our event this April 5th. We are looking for 400 tasting sized portions of your choosing. We will work with you to decide if you prefer to have your own staff or ours serve these delectable treats. HCHS is happy to frame your servings with our own, event-themed table linens.

All participating restaurant sponsors will be listed on our event website, our catalog, newsletters, and electronic communications. We will work with you to ensure that your branding during and after the evening shines a light on your business. Our parents notice and support businesses who support our students, especially those who work with us year after year.

A sponsorship agreement form is attached. Please mail or e-mail your completed agreement, hi-resolution logo and ad artwork to us prior to March 25, 2019. The sooner we receive your agreement the sooner your logo will be added to our site. Please call or email us with any questions you may have. We are excited to work with you so that this process is easy for you and works well for your business.

Hunter's PTA is a registered 501(c)(3) organization. We will complete all forms for your organization in a timely manner, getting completed tax documents to you within six (6) weeks of the event date, assuming your costs are included with the donation.

Again, our heartfelt thanks for you participation!

Sincerely,

Jiyoung Choo and Kyunhee Pyun
212.473.9590
auction@hunterpta.org



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Thanks so much for contributing to Hunter College High School's auction! We would love to see your donation of food at our event this April 5th. We are excited to work with you so that this process is easy for you and works well for your business. Please call or email us with any questions you may have.

All participating restaurant sponsors will be listed on our event website, our online catalog, newsletters, and electronic communications. We will provide you with electronic and physical plaques honoring your donation. Letters confirming the value of the donation will be provided by June 30th, 2019, assuming you provide the cost of the donation on this document.

Onsite Participation:

- I agree to participate at the benefit fundraiser for Hunter College High School on April 5, 2018.
- I will provide ___ (number) tasting style portions for the event.
- I will provide ___ (number) servers for the event.
- I will transport the food to the Pop-up Space, 9 E 8th St, New York, NY 10012 arriving between 5:00 and 5:30 p.m on April 5th, 2019.
- I will not transport the food to the event at the Pop-up space. It will be ready for pick-up by 4:00 p.m. on April 5th.
- The value of this donation is: \$_____.

Offsite Participation:

- I will donate a restaurant gift certificate of \$100 or more to be auctioned at the event.

Again, our heartfelt thanks for you participation!

Sincerely,

Kyunghee Pyun and Jiyoung Choo
212.473.9590
auction@hunterpta.org