



Classroom Auction Project **REQUESTING ADDITIONAL FUNDS** 2016/2017

See Attached Sample Letter

If your project requires more funds than the PTSA allotted \$200, you may send a one-time request to the parents seeking additional funding. Requests must be distributed to the parents no later than Friday, November 4, 2016.

YOU WILL NEED TO UPDATE THE FOLLOWING INFORMATION ON THE SAMPLE LETTER

- A description of the project and how the kids will be involved
- How much the project will cost and how much additional funding is needed per family (not to exceed \$5 per family)

THE LETTER ALSO INCLUDES:

- The children should be active, creative participants in the project
- Coordinate the project work date(s) and timeframe with your Teacher (try to limit project time to 1 hour per session)
- How much the Auction Committee has already provided ~ \$200
- A statement that any additional contributions are completely optional & tax deductible [under IRS Section 501(c)(3)].
- That they will receive a letter at a future date which will include the Newcastle Tax ID # for their records
- Information regarding what happens if there is money raised above the amount needed for the class project
- The contribution fundraising deadline which is Friday, November 18, 2016.

AFTER THE LETTER IS SENT, YOU WILL NEED TO:

- Compile a list of those parents who donated and send the letter containing Newcastle's Tax ID information
- Complete the Money Tally Sheet and submit along with the cash and/or checks to the appropriate Classroom Project Coordinator.