*{Date}*

Dear Newcastle Elementary Parent:

One of the hottest items at our upcoming auction is the classroom art projects. These projects showcase the creative and artistic talents of our children. Bidding is fast and furious as everyone wants to own these sentimental favorites!

*All of the students in \_\_(teacher’s name)\_\_\_ 1st Grade Class will have a hand in creating our Class Auction Project which will be a hand-watercolored Gyotaku Fish imprinted in beautiful metallic paints, embedded in a unique piece of waved glass and framed in black. Each of the kids will paint and imprint their own unique fish on rice paper. These fish will be assembled in a collection to form one large fish (based on the book “Swimmy”). They will each be asked the question … “If we all worked together, imagine what we could achieve?” Their unique and amusing answers will be accented on the fins of the fish. This class project will be a great way for the children to contribute to their school while they learn and have fun.*

The PTSA has generously given us $200 to use towards our project. However, our project is estimated to cost $ \_\_\_\_\_\_ and we are asking for a donation of $ \_\_\_($1-$5 max) from each family in order to help cover the costs. Contributions are ***completely optional*** and tax deductible to the extent allowed by law. If you choose to contribute, you will receive a letter that contains Newcastle’s Tax ID information for your tax records.

Please note that any money raised above the amount needed for the class project will then go into a general fund to increase budgets for other class projects. If funds are raised above the amount that is needed to cover all class project budgets, the additional monies will go into the General Auction Budget to fund other areas, or will be considered a straight donation to the PTSA (i.e., the auction committee/PTSA will determine how the money is spent once it's donated).

To make a contribution, please fill out and detach the form below. Submit the form and your cash contribution in an envelope marked “Auction Art Contribution” to your child’s teacher **no later than Friday, November 18, 2016.**

Thank you for all that you do for your child’s school. We look forward to the auction being a huge success.

Sincerely,

Your Classroom Auction Project Volunteer