



ENFIELD MONTESSORI SCHOOL SINCE 1965

November 28, 2011

Greetings on behalf of the Enfield Montessori School.

The Enfield Montessori School is located in Enfield, Connecticut and currently educates 113 students from Pre-K thru sixth grade. Our students come from Enfield and the surrounding towns as well as parts of Western Massachusetts. EMS is well known in local circles for its deep commitment to the development of the whole child by tending to the intellectual, spiritual, social and physical growth of each and every student.

Through the strong support of our community partners, parents, and alumni, we are able to provide the materials required to create the best learning environment possible for our children. With this in mind, we are asking for your help in this undertaking.

Please make a donation to our Spring Auction which we are holding on March 3, 2012. All proceeds from items donated by our sponsors are used to help offset the school's operating costs. Previous auctions have provided our school with crucial resources such as new technology, classroom learning materials, and innovative teacher training.

The Enfield Montessori School is a 501C3 non-profit organization, and all donations are tax-deductable to the extent allowed by law. **Along with your donation we will list you on our school web site, www.enfieldmontessorischool.org, and have your donated item and your business listed in our auction catalog for that evening.**

The EMS family would greatly appreciate your help in making this year's auction a success. Your donation will help inspire and support the development of strong, successful Montessori children. Please send in your donations to the address listed below on or before February 10, 2012.

If you have any questions or would like additional information about our school or the auction, please contact me at eriegel@me.com or 860-712-1906. Thank you for your time and consideration.

Sincerely,

Elise Riegel
EMS Auction Chair

Enfield Montessori School—SPRING AUCTION
Saturday, March 3, 2012 at Suffield Academy

Auction Donor Agreement Form

Item: _____

Fair Market Value: _____

Auction Item Description: (one item per form)

Be creative! Help us sell your donation. Please describe in detail. Include color, size/dimensions, material, length of time available, etc.

Limitations: (Number of people/number of days/season/exclusive dates/reservations/expiration date)

Date item to be sent or delivered to EMS: _____

Donor's Name:

(as it should appear in the catalog)

Address: _____

Phone: _____ **Email:** _____

Solicitor's Name (if applicable): _____

Auction Item Logistics

- ◆ All items must be received by **February 10, 2012**
- ◆ If item is not available for display:
 - **email a digital photograph of the item to eriegel@me.com**
 - **please provide props appropriate to showcase your donated item (brochures, pamphlets, display basket to represent donation)**

Please bring items and donor agreement form to the brown building at EMS.

This donation becomes the property of Enfield Montessori School and at the school's discretion is to be offered for sale at auction. Enfield Montessori School reserves the right not to accept certain items for auction. It is the donor's sole responsibility to comply with all applicable tax regulations.

For office use only:
Order Number: _____
Catalog Number: _____