

Stewart Creek Elementary School  
Linda Hylander, Principal



Dear Sir or Madam:

Plans are underway for the *5th Annual Boots and Boas Gala*. Our annual fundraising auction, benefiting the students at Stewart Creek Elementary, will be held on **Saturday, February 23, 2008** at Lone Star Convention Center. Approximately 350 adults are expected to attend this PTO sponsored dinner, dance, live and silent auction. Please consider contributing in any way you are able by including unique items, services, and outings in our auction.

Stewart Creek Elementary is located in Montgomery, Texas with an enrollment of 850 students. The goal of our auction is to raise funds for purchasing additional tools for learning, enrichment of fine arts and special student events to be held on our campus. Our annual auction has become a great opportunity for the families of Stewart Creek to join together with businesses, both inside and outside of our community, in supporting our fundraising efforts. By investing in our school, we are investing in the future citizens of our community. We are looking to businesses like yours to help support us in making our auction successful.

All donations to our auction are tax deductible as allowed by law. All donors' names will be recognized in our auction catalog, which is distributed to more than 350 guests the night of our auction. There are several ways you may wish to contribute Stewart Creek Elementary's annual auction fundraiser:

- ★ *Products, outings, services, reservations, or gift certificates* may be donated by you or your business establishment for our silent or live auction.
- ★ *Friends of Stewart Creek* - This cash contribution is a great way to support the efforts of *Boots & Boas* and directly impacts the children of Stewart Creek. *Friends of Stewart Creek* are recognized in the auction catalog and Platinum, Gold, and Silver Level supporters will be recognized on a plaque in the entry of our school for visitors to see.
- ★ *Underwriters of Expenses* - Make a cash donation and designate a specific auction expense to be covered or let the auction committee make this decision. Many of our more expensive auction items are purchased for the auction through the help of underwriters. This allows us the opportunity to purchase services, additional items, or outings for our auction in your name. Items associated with the auction and dinner (publicity, auction catalog, decorations, multimedia, auctioneer, DJ, misc. auction expenses) may also be underwritten to lessen the financial assistance needed from the PTO - increasing the amount we are able to spend for our students.
- ★ *Table Sponsors* - A limited number of reserved tables are available for our table sponsors. Reserved tables are \$350 and include tickets for 10 people. Each reserved table will be specially designated with the table sponsor's name and also recognized in our auction catalog. These reserved tables are first come, first serve so you will want to reserve your table early.
- ★ *Purchase Ad Space* - Placing an ad in our *2008 Boots & Boas* Auction Catalog provides maximum advertising exposure for your company and helps us offset auction expenses.

We greatly appreciate your generosity in contributing to Stewart Creek Elementary through *Boots & Boas*. All auction donors will be recognized the night of this big event. Our *2008 Boots & Boas* Auction Catalog will include an index of all donors, for all of our *Boots & Boas* guests to receive. In addition, anyone donating items valued at \$500 or more will receive a free half-page ad in our auction catalog. Not only are you helping us, we hope we can help you by sending new business your way.

A *Boots & Boas* Donation Form is enclosed for your convenience. Please return your completed form by mail, fax, hand delivery, or contact us to arrange for it to be picked up by one of our *Boots & Boas* committee members. You may keep the bottom copy for your records. You will also receive a letter of receipt in the spring following the auction for your 2008 tax records. If you have any questions, please contact me at 936-525-9067 or by email at [bootsandboas@consolidated.net](mailto:bootsandboas@consolidated.net). Thank you for your thoughtful consideration.

Sincerely,

Shannon Nunn, Auction Chair  
Stewart Creek Elementary PTO



# 2008 BOOTS & BOAS GALA - Saturday, February 23, 2008

Stewart Creek Elementary P.T.O. - Montgomery I.S.D

Benefiting the children of Stewart Creek Elementary



## DONOR INFORMATION

Donor or Company Name (as it should appear in the catalog)	Donor Contact Person (not listed in the catalog)
Donor Mailing Address (include city, state, and zip code)	Donor Phone #
	Donor E-mail

## ITEM INFORMATION

Catalog Item Name (as it should appear in the catalog)		
Detailed Item Description (quantity, size, color, restrictions to ensure proper understanding of the donated item)	<input type="checkbox"/> Item to be displayed at auction <input type="checkbox"/> Item will not be displayed at auction <input type="checkbox"/> Donor to provide promo material <input type="checkbox"/> Donor to provide gift certificate <input type="checkbox"/> Auction Committee to provide gift certificate <input type="checkbox"/> Delivery by donor <input type="checkbox"/> To be picked up by auction representative	
Expiration Date (if applicable)	Item Fair Market Value \$	SCE Auction Representative

All auction donations are tax deductible as allowed by law.  
 Stewart Creek Elementary PT0 is a Section 501(c)(3) tax-exempt organization.



## ADDITIONAL DONATION OPTIONS

**Friends of Stewart Creek**

Platinum Level \$ 1,000       Gold Level \$ 500  
 Silver Level \$ 250                 Bronze Level \$ 100

**Underwriter of Expenses** (Item sponsors, publicity, auction catalog, decorations, multimedia, auctioneer, DJ, misc. auction expenses, teacher ticket fund)  Amount \$ \_\_\_\_\_

Purpose: (optional) \_\_\_\_\_

**Catalog Advertisement** (Ad must be copy-ready.)

Full Page \$50     1/2 Page \$25     Business Card \$15

**Table Sponsor** (reserved table for 10 with your name displayed on the table and in the auction catalog)

\$350

Please return this form to:  
 Stewart Creek Elementary PT0  
 18990 Stewart Creek Road  
 Montgomery, TX 77356  
 Phone 936-582-5355  
 Fax 936-582-5360  
 You may also contact us by e-mail  
[bootsandboas@consolidated.net](mailto:bootsandboas@consolidated.net)  
 Thank you for your contribution!

*This section to be completed by  
 auction committee*

- Live Auction Item
- Silent Auction Item
- Gift Certificate
- Cash Donation

All completed donations forms must be turned in by Friday, February 8, 2008.

Please keep the bottom copy of this form for your records.