



556 – 124th Avenue NE  
Bellevue, WA 98005

Tel 425.401.9874  
Fax 425.865.9093

info@threecedarswaldorf.org  
www.threecedarswaldorf.org

Date \_\_\_\_\_

Dear \_\_\_\_\_,

I am writing to request your assistance with our school's upcoming Benefit Evening!

As a frequent customer and fan of your business, I know that a donated item from you will fetch flattering bids at this important fundraiser for our school. On behalf of Three Cedars Waldorf School, I thank you for considering a donation which will be included in our Silent or Live Auction. You will find our Procurement Form on page 2.

Please describe your gifted item \_\_\_\_\_

Proceeds from the Benefit Evening help support this school year's operations.

Any questions concerning the Benefit Evening may be directed to our Development Coordinator, Tabatha Jeantette at [tjeantette@threecedarswaldorf.org](mailto:tjeantette@threecedarswaldorf.org). Additional information about our school and our programs can be found on our website. Donors are offered complimentary tickets to the event, so please do let us know if you wish to join us this year. We also welcome your catalogs, brochures, business cards or menus to display at the Benefit Evening.

Three Cedars Waldorf School is a non-profit, 501(c)(3), independent Waldorf School. Founded in 1995 in Bellevue, WA, Three Cedars Waldorf School offers the highest standards of Waldorf education to students in preschool through grade 8 on the east side and its surrounding region.

### **Our Mission**

We educate our students to fulfill their highest potential - think clearly, feel deeply, impart meaningful purpose to their lives, and actively contribute to the positive development of society.

### **Our Educational Philosophy**

Waldorf education is based on the pedagogical insights of Rudolf Steiner, his corresponding views of the stages of human development, and the ongoing research of the international Waldorf Movement. Working from the ideals of Waldorf Education, TCWS highly values the uniqueness of each individual and their contribution to the positive development of society. Through a broad, rich, and unique curriculum, we develop our students to their fullest potential - spiritually, ethically, intellectually, socially, and physically – while inspiring a life-long love for learning.

**Thank you for supporting Waldorf education on the Eastside!**

Sincerely,

\_\_\_\_\_  
Parent Volunteer, Three Cedars Waldorf School



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## FUNDRAISING EVENTS PROCUREMENT FORM

**A. ITEM DONATION** - Gift an item - tangible or intangible - an experience, or a gift certificate, to be sold or auctioned at fundraising event by Three Cedars Waldorf School with proceeds to benefit school programs. Please fill out completely.

Donor(s) / Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Website address \_\_\_\_\_

Donated Item Name \_\_\_\_\_

**Describe donation in detail for our display card.** Please include size, color,, ingredients, quantity, contents, information about the artist, manufacturer, and all other pertinent information, in **three detailed sentences**:

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Restrictions - Conditions - Expiration Date on item \_\_\_\_\_

Item may be used for ☐ Where needed most ☐ Benefit Evening ☐ May Faire ☐ Other

Contact person \_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

Donor's estimate of fair market value (**please do not leave blank**) \$ \_\_\_\_\_

**B. EVENT SPONSORSHIP**– Underwrite event expenses with cash donation.

☐ \$ 1,000 Event sponsors will be acknowledged in event publication  
Please make payable to Three Cedars Waldorf School, check enclosed, # \_\_\_\_\_

Sponsors, please email written description of organization (100 word max) and logo file specified in Visual Material For Display, below.

**C. VISUAL MATERIALS FOR DISPLAY** - submit electronic and hardcopy promotional material so that we may showcase your product or service

- ☐ Donors and sponsors, please email 300 dpi, 5" x 7" PC .tif, .gif, or .jpeg logo file
- ☐ Brochures, business cards, menus, archive issues for event display (10 of each maximum)
- ☐ Donors of gift certificates, please enclose with this form:

- ☐ gift certificate
- ☐ please email three to five, 5" x 7" or larger, 300 dpi .digital photos representing menu items to buyers

**THANK YOU FOR SUPPORTING THREE CEDARS WALDORF SCHOOL!**

**To Be Completed by Three Cedars Solicitor**

Solicitor \_\_\_\_\_ Telephone / School Office \_\_\_\_\_ 425 - 401 - 9874

Date of Request \_\_\_\_\_ Requested for Event Date \_\_\_\_\_ Event Name \_\_\_\_\_

Donor is ☐ TCWS Community Member ☐ Eastside Business ☐ Current TCWS Vendor  
☐ Long Distance Business ☐ Relation to TCWS faculty, students or staff ☐ Alum

**Three Cedars Waldorf School is a 501 (c) (3) not-for-profit organization, FEIN # 91-1694599**  
**Please photocopy this completed form as your tax receipt before submitting to Three Cedars Waldorf School.**