



To Whom It May Concern,

Spruce Street School, PS 397 is a Pre-K thru 8th grade public school serving the growing community of Lower Manhattan, engaging students in research and authentic inquiry-based experiences. Starting our second decade as a school and fixture in Lower Manhattan provides continued opportunities to grow and advance.

Basic DOE funding leaves significant gaps in our school's budget. The Annual Spruce Street Auction will be hosted by the Parent Teacher Association (PTA) to help fill these gaps. This fundraising event contributes up to a third of the PTA budget, funding supplemental school supplies, academic and arts enrichment, the library staff, and vital professional development for our teachers.

We hope you will make a donation to this auction. All donations generate much needed funds for our school. Donation forms can be completed online (preferred) or printed here: <http://www.sprucestreetpta.org/donate.html>. Donation forms are requested at your earliest convenience for catalog promotion and an ample bidding period. Your logo, business information and a link to your website will be listed alongside your item which is made available to bidders nationwide.

Volunteers are happy to arrange a pick-up of your donation item when ready. Please help us provide our kids with an education that extends beyond the basics. While we understand there are many worthy causes for you to choose from, we appreciate your consideration and investment in our children's future.

Sincerely,

PS 397 PTA & Gala Committee  
[gala@sprucestreetpta.org](mailto:gala@sprucestreetpta.org)