



## Christmas At Ralston

Dear Friends and Supporters of Notre Dame Elementary School,

For over fifty years, Notre Dame Elementary School has been serving generations of students and families providing a comprehensive, service-based education. We look forward to continuing this tradition in Belmont for many years to come. In order to do this, every year, the school has a primary fundraiser called Christmas at Ralston to raise funds for the wonderful programs the school has to offer.

This year, Christmas at Ralston will take place November 30<sup>th</sup> and December 1<sup>st</sup>, 2011, at the historic Ralston Mansion on the beautiful grounds of Notre Dame University. This elegant holiday celebration, includes a luncheon, an evening Gala, featuring a silent and live auction, and a lively raffle of eight beautifully hand decorated Christmas trees.

We are hopeful that as a long-standing supporter of Notre Dame Elementary School or as a new friend, you will participate in this event. You may not know about our school but you believe the education of our youth is vital to the future of our community and want to support this cause. The funds raised from our auction will directly benefit our students through the growth of our technology, science, and enrichment programs that supports children from grades 1<sup>st</sup> through 8<sup>th</sup>.

There are three ways in which you can participate:

- Be a sponsor of the event by making a cash donation to underwrite some of our expenses
- Make a donation in the form of goods or services
- Advertise in our Auction Catalog

To take advantage of any of these opportunities, please complete the enclosed donor form and return it to the school address below. Your generosity will be appreciated by acknowledgement in our Auction Catalog (if the items are received by November 18<sup>th</sup>, 2011), and our faculty, alumni, and parents will be encouraged to support those businesses that donate to our event.

Last year, money raised from the Gala benefited the children's language arts program, benefited the math program, and made much needed improvements to the playground. Our goal this year is to raise \$80,000 for technology, science, and more repairs of the playground. Your donation will help bring us closer to this goal. We are very much looking forward to the success of this annual event, which is a long-standing school tradition and thank you in advance for your consideration. Please do not hesitate to contact us with any questions or concerns you may have at (650) 591-2209 or email Karen Stuart at [kstuartrn@comcast.net](mailto:kstuartrn@comcast.net). Again, thank you for supporting this worthy endeavor.

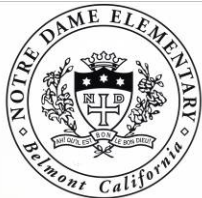
Warmest Regards and gratitude,

Dr. Gerald Traynor  
Principal

Karen Stuart  
Vice-President of Fundraising

Alisia Bergholm  
Solicitation Chair

Juliette Cody  
Gala Chair



# Christmas at Ralston Donation Form

Please use one (1) form per donated item.  
We graciously request only new and unused donated items please.

## DONOR INFORMATION

Donor Name: \_\_\_\_\_

Contact Name\* (if different from Donor Name): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Would you like to be anonymous? Yes/No

## DONATION DESCRIPTION

Item Title: \_\_\_\_\_

<p><b>Specific Description</b> To be used for the Auction Catalog*:</p> <p>*Donations received by November 18<sup>th</sup>, 2011 will be recognized in the Auction catalog. Donations received after this date may be used in a Spring event to benefit the school.</p>	<p>*Please include any limitations/restrictions. Please note all donations need to specify a date or dates.</p>
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Expiration Date: \_\_\_\_\_ The expiration date will be December 1<sup>st</sup>, 2012 if not specified.  
Fair Market Value: \_\_\_\_\_ (For IRS purposes)

Is there a gift certificate enclosed? Yes/No/NA If not, please indicate when the Gift Certificate will be delivered to the school: \_\_\_\_\_

Would you like the Auction committee to make a gift certificate for your item? Yes/No/NA

Does your donated item accompany this form? Yes/No If not, please indicate when the item will be delivered to the school: \_\_\_\_\_

*\*Please deliver items to the school office by Friday, November 18<sup>th</sup>, 2011. Thank you!*

DEDUCTION INFORMATION: Your donation is tax deductible to the extent allowed by law **TAXID # 91-2072682**

Please send this form along with your donation certificate or item:

Christmas at Ralston

**Notre Dame Elementary School \* 1200 Notre Dame Avenue \* Belmont, CA \* 94002**

Thank you for your support!!



# Christmas at Ralston Sponsor & Advertising Form

Underwriting the event as a sponsor will help defray our expenses.

Thank you, in advance, for your contribution.

## SPONSOR INFORMATION

Sponsor Name: \_\_\_\_\_

Company Name\* (if different from Sponsor Name): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

- Sponsor Level:**  
(Select one)
- Christmas Star Level - \$1,000
  - Snowman Level - \$500
  - Sleigh Bell Level - \$300
  - Other - \$ \_\_\_\_\_

\*Donations received by November 18<sup>th</sup>, 2011 will be recognized in the Auction catalog.

Would you like to be anonymous? Yes/No

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## ADVERTISING INFORMATION:

Advertiser Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

- Advertising Level:**  
(Select one)
- Full Page Ad - \$250
  - Half Page Ad - \$150
  - Quarter Page Ad - \$100
  - Business Card - \$50

\*Advertising requests must be received by November 18<sup>th</sup>, 2011. Is artwork enclosed? Yes/No

\*If needed, please email artwork to Christine Alusa at [christine@alusaworks.com](mailto:christine@alusaworks.com)

Please make checks payable to NDE Parent's Club.

DEDUCTION INFORMATION: Your donation is tax deductible to the extent allowed by law **TAXID # 91-2072682**

Please send this form along with payment to:

Christmas at Ralston

Notre Dame Elementary School \* 1200 Notre Dame Avenue \* Belmont, CA \* 94002

Thank you for your support!!