



**Hazelwood Elementary School PTSA**  
**Nonprofit 501c3 Tax ID: 91-1188820**

Dear Friend of Hazelwood Elementary School:

I am writing to invite you to support our Hazelwood Elementary PTSA biennial fundraising auction, by donating an auction item or gift certificate. The Auction will be held on April 19, 2024, and funds raised support the Hazelwood Elementary Community.

Hazelwood Elementary is located in Newcastle, WA and serves a diverse community of students residing in Bellevue, Renton, and Newcastle. Over 500 students attend Hazelwood Elementary making it one of the largest elementary schools in the Renton School District.

To best serve the students and staff at Hazelwood Elementary School, the PTSA works hard to raise funds that directly benefit the school. The PTSA is powered entirely by volunteers that are dedicated to supporting elementary youth by funding grants for curriculum, field trips, library books, PE and recess equipment, Meet the Master art program, STEM enrichment, school garden, and more. With your support, the students at Hazelwood Elementary School can continue to excel in all areas of study.

The PTSA is also committed to creating a strong community by funding free events for the Hazelwood community and free programs, like our Care Closet, to support families in need. This Auction provides needed funds to maintain Hazelwood's standards of excellence in the classroom and beyond.

Please don't hesitate to contact the auction committee at [auction@hazelwoodptsa.org](mailto:auction@hazelwoodptsa.org) for more information or questions. Included in this request is a fillable procurement form for your convenience. Your commitment to support education and youth is appreciated.

Sincerely,

Auction Committee  
Hazelwood Elementary PTSA



# Hazelwood Elementary School PTSA

7100 116<sup>th</sup> AVE SE, Newcastle, WA 98056 Ph: 425-204-4550 | Tax ID# 91-1188820

## 2024 Auction Procurement/Donation Form

Thank you for supporting Hazelwood Elementary's school auction. Please complete the below form and submit it by March 31, 2024. If additional forms are needed, please visit Hazelwood Elementary PTSA's Linktree. Completed forms can be left in the PTSA mailbox in the school's front office or mailed to the address above **Attn: 2024 Auction Procurement**. If you should have any questions, please email [auction@hazelwoodptsa.org](mailto:auction@hazelwoodptsa.org).

### Donor Information

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

(Business name or First and Last if Personal donation)

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Donor Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

### Type of Donation

Title of item or service: \_\_\_\_\_ Fair Market Value: \$ \_\_\_\_\_

\_\_\_\_\_ Item accompanies form  
--- for services or getaways, please attach pictures or brochures

\_\_\_\_\_ Item to be delivered/or picked up by auction rep.  
--- Anticipated delivery/pick up date \_\_\_\_\_

### Description of Donation

Please provide a detailed description including dates, special conditions, and any limitations or restrictions.

### Procured By

Name: \_\_\_\_\_ Phone \_\_\_\_\_