



January 6, 2019

Dear Business Neighbor,

My name is Victoria McWilliams and I am the President of the PTA at Carrollwood Elementary School. I am writing to you on behalf of our school located in Tampa, FL. Our school will be hosting our largest event of the year – our annual community-wide carnival, “HootieFest,” on February 2, 2019 from 10am to 2pm.

Carrollwood Elementary has over 700 students. The goal of HootieFest is to bring our families and community together for a fun-filled day of games, food, music, entertainment, and a silent auction. Local stores and vendors are invited to host a booth to promote their business and sell goods. Each year more than 1,000 people attend this event. All of the proceeds go directly to the teachers to purchase supplies, educational software and other classroom materials to enhance the learning environment for all students.

The main fundraiser at this event is a silent auction. Would your organization be willing to donate a product or a service for the auction? Carrollwood Elementary is a non-profit organization under Section 501(c)3 of the Internal Revenue Code and all donations are tax deductible. **Our tax id is 23-7102339.**

We greatly appreciate all of the businesses and community partners who support this event. Your business will be acknowledged at HootieFest, in our newsletter, on our PTA website and PTA Facebook page. In addition to the above, if you are interested in being a corporate sponsor of this event and having your business prominently featured in our promotional material for HootieFest, please contact me for further information.

If you are able to contribute, please fill out the attached donation form and return to me at the address listed below. I look forward to hearing from you and appreciate your support!

Attn: Victoria McWilliams  
Carrollwood Elementary School  
3516 McFarland Rd.  
Tampa, FL 33618

Thank you for your consideration,

Victoria McWilliams  
President, Carrollwood Elementary School PTA  
Email: [Victoria@carrollwoodpta.org](mailto:Victoria@carrollwoodpta.org)  
Phone: 813-784-3442



## Donation Form

Business/Donor's Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Donated item(s): \_\_\_\_\_

\_\_\_\_\_

Estimated Retail Value:

\_\_\_\_\_

Any special instructions: \_\_\_\_\_

\_\_\_\_\_

Thank you for your contribution to our school.  
If you have any additional questions, please contact Victoria McWilliams at  
[Victoria@carrollwoodpta.org](mailto:Victoria@carrollwoodpta.org) or call 813-784-3442.