



17500 Burbank Blvd. Encino, CA 91316 | (818) 788-8269
blecec@sbcglobal.net | www.bethelencino.org

Dear Community Member,

Bethel Encino Preschool serves families living in the Encino and the surrounding neighborhoods. Our families are very active at school and in the community. They are loyal patrons of local businesses, and value the support of those who are kind enough to support our school. On May 3, 2015, we will hold our 3rd Annual Silent Auction. This is our biggest fundraiser of the year, and is attended by all the parents and church members.

The success of the auction is dependant, in large part, on the generosity of local merchants who donate products, services and gift certificates. We are contacting you to request a donation for our event. Every dollar raised at the Silent Auction will go directly towards renovating our children's bathrooms.

All donations are tax deductible. Bethel Encino Preschool's Tax ID (TIN) #95-187-8821. Please complete and return the attached Donation Form.

On behalf of the young children who attend Bethel Encino Preschool, we thank you for your support and generosity!

Please send donations to:
Bethel Encino Preschool
Attention: Aura Perez
17500 Burbank Boulevard
Encino, CA 91316

Sincerely,

Janny Kim
Silent Auction Chair
BethelPreschoolAuction@gmail.com

Bethel Boosters
Parent Fundraising Team
bethelpreschoolboosters@gmail.com

Aura Perez
Preschool Director
Preschool@bethelencino.org



17500 Burbank Blvd. Encino, CA 91316 | (818) 788-8269
blecec@sbcglobal.net | www.bethelencino.org

SILENT AUCTION 2015 DONATION FORM
(Donations are Tax Deductible)

Date: _____

Business/Donor's Name: _____

Business/Donors Address: _____

Business/Donors Phone #: _____

Email: _____

Business/Donors Signature: _____

Name of Donation: _____

Description of Donation: _____

Approximate Value of Donation: _____

Are there any special instructions? (Ie dates, times, expiration, seat location
Etc): _____

Please select one of the following:

Donation Submitted
 Gift Certificate Submitted Please make a Gift Certificate for me
 Other: (Please explain) _____

Donation Solicited by: _____

Please mail, email, or bring to Bethel Preschool by May 1, 2015.

All forms and items may be placed in the "Silent Auction" folder in the preschool office.

For questions or assistance with pick-up of your Donation, please contact:
Aura Perez at preschool@bethelencino.org

Thank you for supporting our school!