

12 September 2024

St. Peter PTO  
6185 Chambersburg Road  
Huber Heights OH 45424



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StPeterPTO@gmail.com

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Dear *local business*,

We are writing on behalf of the St. Peter School and Early Childhood Center (ECC) Parent Teacher Organization (St. Peter PTO) to request an item donation for our holiday event, the Jingle Mingle, scheduled for Friday, December 6, 2024. At this event, typically attended by 200 of our students and their family members, we will be raffling off decorated/themed Christmas Trees from local businesses like yours. This event is free for our students and their family – we only ask for a non-perishable food item donation for the St. Peter Food Pantry, which helps feed ~100 families weekly. This event is a way for us to celebrate our school community, and students get to enjoy photos with Santa, free cookies and hot cocoa, games, and crafts.

We would greatly appreciate if your business donated a decorated Christmas tree. The tree raffle proceeds will help the PTO to support the St. Peter Early Childhood Center and St. Peter School in purchasing necessary supplies and items to help enhance their education. We are a 501C organization and your donation can be written off of your taxes.

In addition to your donation to our event helping our School and ECC, we are hoping to make this a fun “competition” between local businesses in the area. It would also be a great team building activity for your staff. All businesses that donate a tree will be acknowledged on our Social Media pages, and the business with the most raffle ticket sales will win a plaque for you to hang at your business declaring you the winner of the *Battle of the Trees*. A separate special recognition post will be put on our Social Media pages as well as other community pages.

Attached are detailed instructions and important information regarding your donation!

If you have any questions or need further information, please email us at [StPeterPTO@gmail.com](mailto:StPeterPTO@gmail.com) or call Anita Kitchen at 937-823-0639. On behalf of the students, parents, and staff of St. Peter School and ECC, thank you for your consideration.

*Priscilla Glidewell*

St. Peter PTO Events Coordinator

*Anita Kitchen*

St. Peter PTO Fundraising Chair

## Decorated Tree Requirements

- The holiday tree you donate may be any size, color, etc. Be creative and have fun! You can have the tree decorated in a theme with your specific local business that can include any gift certificates/coupons etc. or you may choose a more traditional décor. Do what you think will encourage people to purchase tickets to help yours to be declared the best tree.
  - Tree Examples: a Dentist's Office may decorate their tree with toothbrushes, floss, toothpaste, etc. or a restaurant specializing in pizza may have decorations including restaurant coupons or pizza themed stickers) or it can be a traditional tree with whatever color theme you chose.

## Raffle Details

- All donated trees will be put online and raffle tickets will be purchased through the raffle website. All proceeds will go toward our School and ECC students, teachers, and staff!
- Tickets will cost \$1/ticket, \$5/6 tickets, \$10/15 tickets, \$20/40 tickets, (transactions will be done online, so your business is not responsible for ticket sales or managing money).
- On Friday, December 6<sup>th</sup> at 7:45pm, the site will automatically tally up which business was the most popular/sold the most raffle tickets. We will contact the winning business the following day, and schedule a time to deliver their prize!

## Timeline for Tree Donation

- We are asking that all trees be decorated by **November 1, 2024.**
  - Please send a photo of your completed tree and a list of what is on the tree, in order to entice people to purchase ticket for your tree. Please send this information to [StPeterPTO@gmail.com](mailto:StPeterPTO@gmail.com) to put on our website on or before November 1<sup>st</sup> so we can begin promoting the Tree Raffle and start selling tickets! Ticket sales will start on November 5<sup>th</sup> and will bring the flyer with the qr code to your business by November 5<sup>th</sup>.
  - If you are able, please display your tree in your local business once decorated. We will provide a QR code to place alongside your tree. This QR code will be a direct link to the raffle website, and will allow your customers, clients, staff, etc. to purchase raffle tickets to try and win your tree!
- Between November 5 – December 5, all we ask of you is that you promote your business' tree. This will help your business win the Battle of the Businesses as well as support St. Peter School and ECC!
- Trees should be dropped off to St. Peter in the Family Life Center (door #5) on **Thursday December 5<sup>th</sup> between 5:00-7:00pm.** If you are unable to drop off, please contact us in regards to scheduling a pick up.

We look forward to working with you and hope to make this a successful and fun activity for your business and the St. Peter PTO.

By signing below, you commit to donating a decorated tree for our Christmas Tree Raffle by the above-mentioned dates.

Signature of Contact Person \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Contact Person Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Business Name \_\_\_\_\_ Date \_\_\_\_\_

THANK YOU! We couldn't do this without YOU.

If you wish to commit digitally, please visit the following link or scan the QR code below!

<https://forms.gle/fuDVs2Ac8u2bR4bu8>

