Dear Supporter,

**St. Martin of Tours Catholic School is seeking donors for our annual Dinner, Dance, & Auction which will be held at the Hilton Washington DC/North Gaithersburg Hotel on Saturday, March 16, 2019.** This year’s event will attract over 200 quests and reach the entire St. Martin’s community; over 185 school families, 40+ faculty and staff members, and more than 14,000 parishioners! This is a great opportunity to support our school and get your business noticed by our community of families, students, parishioners, and auction attendees. As one of our biggest fundraiser of the year, the auction raises funds that directly support educational endeavors, financial aid for families in need, school clubs, capital improvements and religious education.

Guests will enjoy live and silent auction items that feature a variety of exciting pieces to include: travel packages; custom baskets fashioned by each individual class; vouchers to cultural and sporting events; gift certificates to some of the finest restaurants in Maryland; and, access to exclusive experiences and novelties related to community building and education. All proceeds directly support St. Martin of Tours’ efforts and assist with sustaining our Catholic education program in Montgomery County communities.

**Who we are**

Founded in 1925, and celebrating more than 90 years of faith, service, and scholarship, St. Martin’s is the oldest Catholic elementary school established in Montgomery County. The school has provided quality education to thousands of students, creating a wonderfully diverse atmosphere that represents many nationalities and ethnicities with over 40 languages spoken within the school and parish community. St. Martin’s faculty and staff stand firm in their efforts to educate in an environment of mutual respect and responsible citizenship.

**How you can help St. Martin’s School thrive**

Please consider supporting the auction in one or more of the following ways:

* **Become a Sponsor**
* **Place an Ad in Auction Program**
* **Donate an item or service**
* **Make a cash donation or underwrite an expense**
* **Attend the Auction**

We are dedicated to ensuring St. Martin’s continues its vital mission and are asking you to join us in support. Contributions from businesses and organizations like yours are an integral part of our event’s success! **You will find enclosed a sponsorship, an advertising, and an item or service donation agreement. Pick-up from your business can be arranged. We kindly ask for your tax-deductible donation by February 15, 2019.** Please be sure to keep a copy of your donation form for your records.

We hope you will consider contributing and if you have any questions, please do not hesitate to contact the committee at stmartinschoolauction@gmail.com for more information. I greatly appreciate your support and generous donation to our 2019 “Dinner, Dance, & Auction”. Your contributions will be vital to the success of our event and the continued growth of our school community.

Thank you for your consideration,



Stephen C. Lamont, SMS Principal

**ST. MARTIN’S CORPORATE/BUSINESS SPONSORSHIP STRUCTURE 2018**

**PLATINUM LEVEL**

*Platinum level sponsorship is based on a cash donation of $3,000 or higher. Includes:*

* VIP table at the Annual “Dinner, Dance & Auction” on March 16, 2019
* Full page inside to second page color ad in the auction program
* Company logo and sponsorship prominently displayed through the event
* Company logo and interactive link on the St. Martin’s School website sponsorship page
* Company logo and interactive link on St. Martin’s School “Bidding For Good” auction page
* Company acknowledgement as “Platinum Sponsor” on video display in school lobby for remainder of the year
* Company acknowledgement on St. Martin’s School social media pages once a month
* Company logo included in weekly school e-newsletters through remainder of year
* Acknowledgement by event auctioneer as “Platinum” sponsor
* Listing as “Sponsor of the Week” included in church bulletin; reaching 14,000 parishioners
* Reserved parking spot at the event
* One-time invitation to send company flyer or coupons to school families via internal mail
* Logo on sponsor banner advertised at various events throughout remainder of the school year, until following auction

**DIAMOND LEVEL**

*Diamond level sponsorship is based on a cash donation of $1,500. Includes:*

* Four tickets to the Annual “Dinner, Dance & Auction” on March 16, 2019
* 1/2 color inside back cover page in the auction program
* Company logo and sponsorship prominently displayed through the event
* Company logo and interactive link on the St. Martin’s School website sponsorship page
* Company logo and interactive link on St. Martin’s School’s “Bidding For Good” auction page
* Company acknowledgement as “Diamond Sponsor” on video display in school lobby for remainder of the year
* Company acknowledgement five (5) times throughout the year on St. Martin’s School social media pages
* Company logo included in weekly school e-newsletters through remainder of year
* Acknowledgement by event auctioneer as “Diamond” sponsor
* Listing as “Sponsor of the Week” included in church bulletin; reaching 14,000 parishioners
* Reserved parking spot at the event

**GOLD LEVEL**

*Gold level sponsorship is based on a cash donation of $750. Includes:*

* Two tickets to the Annual “Dinner, Dance & Auction” on March 16, 2019
* 1/2 color inside page in the auction program
* Company logo and interactive link on the St. Martin’s School website sponsorship page
* Company logo and interactive link on St. Martin’s School “Bidding For Good” auction page
* Company acknowledgement as “Gold Sponsor” on video loop displayed in school lobby
* Company acknowledgement two (2) times throughout the year on St. Martin’s School social media pages
* Company logo included in weekly school e-newsletters through remainder of year
* Listing as “Sponsor of the Week” included in church bulletin; reaching 14,000 parishioners

Please indicate the desired sponsorship level:

\_\_\_\_Platinum Level ($3,000+)

\_\_\_\_Diamond Level ($1,500+)

\_\_\_\_Gold Level ($750+)

*Advertiser/Company Name:*

*Contact Name & Title:*

 *Address:*

 *Email:*

 *Phone:*

 *Web Site:*

 *(For interactive web ad)*

* If you will be creating an ad, please send a **high-resolution** file; and if you would like St. Martin’s to create the ad, supply a **high-resolution** file of your: logo, any photos and desired text. Image files must be at least 300 dpi at full size.
* Email ad materials and details to stmartinschoolauction@gmail.com

**We kindly ask that your tax-deductible donation be received by February 15, 2019.** Please make check payable to St. Martin’s School and mail to St. Martin’s School Auction 115 South Frederick Avenue Gaithersburg, MD 20877.

**All donations are tax deductible to the full extent allowed by law. St. Martin’s has a 501(c) 3 status. Tax ID #52-0591446**

If you have any questions, please contact Auction Committee at stmartinschoolauction@gmail.com

**St. Martin’s Auction Advertising Agreement**

$500 Full Color page & School Social Media Mention **(Reaches over 4,000 people weekly)**

$400 Half Color page & School Social Media Mention

$300 Black and White full page & School Social Media Mention

$200 Black and White half page

$100 Black and White quarter

$50 Blake and White Business Card

Please check one: Camera ready art attached Please create art (additional $25 fee)

Please send advertising agreement, artwork, and payment to:

 St. Martin’s School

 Attn: Auction Committee

 115 South Frederick Avenue

 Gaithersburg, MD 20877

Advertiser/company name:

Signature:

Address:

Phone/Fax:

Email:

Information to be added in ad:

St. Martin’s School is a private, non-profit, tax-exempt school under section 501 (c) (3) of the Internal Revenue Code. An acknowledgement letter will be sent to the donor for tax records.
**We kindly ask that your tax-deductible donation be received by February 15, 2019.**

**St. Martin’s Item or Service Donation Agreement**

This agreement entitles bearer to:

(*Please specify any details for use in the auction and any promotional materials to be used for display*)

Special comments: (*i.e. date restrictions*)

Approximate value of donation: $

Please check one: Voucher attached Agreement serves as voucher

Name of donor/company:

Signature:

Address:

Phone:

Email:

St. Martin’s School is a private, non-profit, tax-exempt school under section 501 (c) (3) of the Internal Revenue Code. An acknowledgement letter will be sent to the donor for tax records. The responsibility for obtaining the above items rests solely on the winning bidder. This agreement is valid for one year from the auction date of March 16, 2019 (unless otherwise stated above).

**We kindly ask that your tax-deductible donation be received by February 15, 2019.**

Thank you for your generous contribution to St. Martin’s School!