February, 2014

Dear Friends and Business Leaders:

PACE Youth Programs, Inc. is excited to host our fourth annual Gala, Stepping up the PACE on Saturday, April 12, 2014. For over 13 years, PACE has successfully provided life-skills and counseling services to youth and families in our community. Our organization is now preparing to expand our reach to provide these services to a larger number of families in need. PACE needs your help to support this expansion and to continue our mission, creating possibilities for thousands of youth trying to turn their lives around.

PACE is collecting merchandise such as jewelry, gift certificates, event tickets and vacation home getaways for our Silent Auction. By donating an item, your company will be making a tax-deductible contribution that will help make a significant difference in the lives of youth and families in our community. All proceeds raised during this event will benefit continued programs for PACE youth, including individual and family counseling services, recreational activities and scholarships.

Additionally, your business will benefit from advertising exposure through promotional materials and the presence of over 250 guests at this fantastic event. Donors will be listed in the event program and merchandise will be on display throughout the event.

Please consider donating to this worthy cause. Enclosed is a Silent Auction Donor Form and self-addressed envelope for making your donation. Our goal is to receive your Donor Form and donated items or services, by March 1, 2014, which will allow for Auction-related publicity in advance of the event. Also, please contact Jean Kenney at 713-855-7464 or jeankenney@utexas.edu to arrange for pick-up of donated items that cannot be mailed.

We hope that you can help us by supporting our Gala. To learn more about our organization, please visit www.paceyouth.org. Thank you in advance for your support!

Sincerely,

Jean Kenney
Silent Auction Chair

Gala 2014
Silent Auction Donor Form

Name of Business or Donor: ____________________________  Name of Contact (if different): _________________________

Address: __________________________________________ City: __________________________ State: __________ Zip: __________

Phone: __________________________ Email Address: __________________________

Website: __________________________________________

Description of Item or Service donated:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Donor: __________________________

Estimated Value: $_______

Donor will provide: (check one):
   O Actual Item      or      O Gift Certificate – Expiration Date: ___/___/___

List additional information, such as PICK UP instructions, or expected date of delivery.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

We thank you for your donation to our Fourth Annual PACE Gala. PACE Youth Programs Inc. is a 501(c)(3) non-profit organization. Your donation is tax deductible to the extent allowed by law. A tax receipt for your donation will be mailed to the above address listed in this form. Refer any questions to Jean Kenney at 713-855-7464 or jeankenney@utexas.edu

Clerical use only:

Pre-Auction Location of Item: __________________________ Item #: __________________________

Deliver Date: __________________________ Received by: __________________________

Sold For: __________________________