



# CITY TREE CHRISTIAN SCHOOL

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First Presbyterian Church • 320 Date Street • San Diego, CA 92101 • (619) 232-3794 • Fax (619) 232-2447

Dear Friend:

We are contacting you on behalf of City Tree Christian School to ask for your assistance.

Support is needed for our upcoming annual City Tree Gala, including a silent auction, which will take place from 5:30 to 10 p.m., March 10, 2012, at the Doubletree San Diego Mission Valley. This year our goal is to raise \$40,000 at the auction and raffle. Proceeds will benefit students of City Tree and will be used to enhance our music, technology and art programs.

City Tree was established in 1976 and serves as an outreach of First Presbyterian Church. Its mission is to provide quality education within the inner city and to make this outstanding education available to children of all income levels. It currently serves Preschool students and grades K-8. In the past, generous donations have helped to expand the school, establish our library, and provide art and music programs.

Please consider making a donation this year to our Gala by using the enclosed donation form. All gifts are tax-deductible (Tax ID #95-1660358). City Tree posts a list of its supporters year-round. You may also buy ad space for your business in our yearbook, a publication that reaches hundreds in our community. Information and directions for making a Gala donation and placing a yearbook ad are included.

Please forward all donations to Suzy Walls c/o City Tree Christian School, First Presbyterian Church, 320 Date Street, San Diego, CA 92101. For more information contact Suzy at [walls.suzy@gmail.com](mailto:walls.suzy@gmail.com).

Thank you in advance for your support of this year's Gala and City Tree School!

Sincerely,

Lisa Jordan  
Gala Chair  
[ljordan@luce.com](mailto:ljordan@luce.com)  
619-235-3527

Audrey I. Steidl  
Donation Chair  
[asteidl@helmsbriscoe.com](mailto:asteidl@helmsbriscoe.com)  
619-804-4107

# City Tree Christian School

## GALA 2012 Contribution/Donation Confirmation

Thank you for your tax-deductible donation to City Tree Christian School's GALA 2012 to be held on March 10, 2012. Your contribution is greatly appreciated!

Please complete this Contribution/Donation Confirmation form and return it to the School office with your donation. The information provided below would be used to prepare a description of your donation to be published in the GALA 2012 Auction Catalog and will be circulated to every guest in attendance that night.

Your tax donation is tax deductible to the fullest extent by law. Please keep this receipt for your records. It verifies that you received no goods or service, in whole or in part, in consideration of your gift.

Donated item/service and description(s) \_\_\_\_\_

Donor's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Tel # \_\_\_\_\_

Actual/estimated value \$ \_\_\_\_\_

NOTE: The value indicated above will be included as part of the item description in the GALA 2012 Auction Catalog.

• How shall the donor be credited in the GALA 2012 Auction Catalog? \_\_\_\_\_

• Limitations/Restrictions (number of persons included, expiration date and/or excluded dates if any): \_\_\_\_\_

### PLEASE NOTE

If your donation requires delivery and you are unable to transport it, City Tree will be happy to coordinate pick-up and delivery of your donation. Please contact Suzy Walls by email: [walls.suzy@gmail.com](mailto:walls.suzy@gmail.com) or by telephone at 619-917-7356 to set up a convenient time for pick up.

THANK YOU FOR SUPPORTING GALA 2012!  
320 Date Street, San Diego, CA 92101

# Donation Receipt

Donor Name

Date	Item Description	Value
Total Donation Amount		

Received By

Date

## Thank You!

**City Tree Christian School**

320 Date Street  
San Diego, CA 92101  
619.232.3794  
[www.citytree.org](http://www.citytree.org)

City Tree Copy

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Donor Copy