



**LBM PTO**  
**El Norte**

January 14, 2019

**Dear Community Members of Little Big Minds-Uptown Campus,**

I am writing on behalf of the LBM PTO El Norte and the Little Big Minds-Uptown Preschool to request a donation item for our Silent Auction scheduled March 29<sup>th</sup>, 2019. At this event, which we estimate to be attended by over 500 family members of LBM, we auction off gift cards, merchandise, and services generously donated by businesses like yours. The event proceeds will help pay for much-needed upgrades to the school playground materials, classroom education wish list items, educational enrichment programs such as the Phoenix Zoo and Arizona Science Center classroom visits, school-wide community events, and shading for the playground.

Parent Teacher Organization (PTO) is a volunteer-driven organization comprised of parents and teachers. The Uptown LBM PTO El Norte Tax ID 83-1842722 aims to build a welcoming community among families, students, administration, and faculty. The PTO does this by sponsoring social and educational events, along with fundraising and community service activities throughout the school year. The PTO is submitted as an Arizona 501c3 nonprofit that is self-sustaining independent and volunteer driven. The PTO manages its own operations and finances, and all funds are dedicated to the students of the Little Big Minds - Uptown Campus.

We would greatly appreciate any donation you can make. Should you make a donation for the silent auction, your business will be recognized on auction displays at the event as well as in the school newsletter. We will also provide a donation receipt letter with the PTO's tax exempt ID number for your records if you shall need.

If you have any questions or need further information, please contact me at (602) 900-0404 or at lbmptoelnorte@gmail.com. On behalf of the students, parents, and faculty of Little Big Minds-Uptown location, thank you for your consideration.

Warmly,

LBM Uptown Family

Ashlea R. Smith , LBM El Norte PTO President

LBM PTO EL NORTE 1973 East Maryland Ave, Phoenix, Arizona 85016 • 602 900 0404 •  
lbmptoelnorte@gmail.com • Tax Identification Number: 83-1842722

# SILENT AUCTION DONATION

## Donor Information:

|                      |  |
|----------------------|--|
| Company Name         |  |
| Contact Name & Title |  |
| Address              |  |
| City, State & Zip    |  |
| Telephone            |  |
| Email Address        |  |
| Website              |  |

## Pledge Information:

|  |                  |
|--|------------------|
| Donated Item                             |                  |
| Description                              |                  |
| Restrictions<br>(i.e....expiration date) |                  |
| Dollar Value of Donation                 | \$               |
| Name of Donor                            |                  |
| Today's Date                             | <b>Signature</b> |

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## Receipt:

**Thank you for your generous contribution. All proceeds will directly benefit the education and enrichment of students at Little Big Minds Uptown.**

**LBM PTO El Norte is a 501(c)3 Arizona, non-profit organization. Donations are tax-deductible to the extent provided by law; our Tax ID number is 83-1842722.**

|                     |             |
|---------------------|-------------|
| <b>Donated Item</b> |             |
| <b>Value</b>        | <b>Date</b> |

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 13 2018**

LBM PTO EL NORTE  
1973 E MARYLAND AVE  
PHOENIX, AZ 85016-0000

Employer Identification Number:  
83-1842722  
DLN:  
26053654001438  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
August 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 15, 2018  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

LBM PTO EL NORTE

Sincerely,

*Stephen a. martin*  
Director, Exempt Organizations  
Rulings and Agreements