



A community rich with opportunity, sharing and growth.

To Whom It May Concern:

The individual providing you with this letter is a representative of New England Village (NEV), a 501 (c)(3) nonprofit organization.

New England Village is sponsoring a silent auction at our Annual Family Day Celebration in Pembroke, MA on June 14, 2009. We are anticipating approximately 600 attendees at the event and the silent auction will take place during the program. The money raised will benefit the men and women who live at New England Village.

New England Village was established in 1972 by parents who wanted to create an appropriate and stimulating residential community for their adult sons and daughters with intellectual and other developmental disabilities. They succeeded in founding an enlightened new model of community living, which has served as an example for other national and international organizations to emulate. Seventy-nine people live on our campus and over seventy people from the community participate in our day and work programs.

On behalf of the New England Village representative giving you this letter, I sincerely hope that you will donate an item to be used in our silent auction in June. We ask you to complete the attached form and return it to the NEV spokesperson. We will send you a confirmation letter.

Thank you for considering our request to support New England Village and our silent auction at the 2009 Family Day Celebration.

Sincerely,

Dolores Rezendes
Director of Marketing & Development

EIN #: 04-6144180

New England Village Representative: _____

New England Village Silent Auction Donation Form
Please fax completed form to (781) 293-4872 OR email to
ldrennan@newenglandvillage.org

Office Use only:

Item number: _____

USE ONE FORM FOR EACH ITEM DONATED

CONTACT INFORMATION (Please print or type)

Donor Name: _____

Contact Name (If donor is a company): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-mail: _____

Web site: _____

DONATED ITEM (Please print or type)

Name of Item Donated: _____

Manufacturer: _____ Model #: _____ Cost or Value: _____
(\$25 or higher)

*Complete Description of Item: _____

***If your item contains multiple services or products please detail in description.**

SERVICE OR GIFT CERTIFICATE INFORMATION REQUIREMENTS

If you are donating a gift certificate for a service, please include the following information in the certificate or letter.

- **Name of product or service**
- **Description of what is included and what is excluded**
- **Name of person to contact for further information**
- **Name, address and full contact information for you or your company**
- **Instructions on how to redeem item**
- **Include any additional information such as a photo or description brochure as appropriate**
- **Date of expiration**

SHIPPING OPTIONS: (Check one)

- I, or a representative of my company, have given the above listed item(s) to the New England Village representative who solicited this donation. I understand a confirmation letter will be mailed to me.
- I, or a representative of my company, will bring the above listed item(s) to New England Village and deliver it to the Sollar Wellness Center. I will receive a written confirmation upon delivery.
- Our company will **ship** the above item(s) to New England Village, Sollar Wellness Center, 664 School St., Pembroke, MA 02359, **to arrive by June 1, 2009.**