



Dear Merchant:

Jewish Reconstructionist Congregation is planning its **Annual Gala Fundraiser**, set for **Saturday, May 4, 2024**. The proceeds from our benefit gala will be used to support education, programming, and community service initiatives. As with our previous benefits, the evening is expected to be a sold-out event, with 200 guests in attendance.

**We are asking for your help in our fundraising efforts by donating a gift certificate or other item for our auction.**

We know you receive many such requests and we want to assure you that your generosity will be recognized throughout the planning, execution, and follow-up for this event. We will acknowledge your donation in several platforms:

- In our event materials (both print and digital)
- In formal communications sent to all members of our congregation of approximately 400 local households
- In communications to our email marketing list of over 1500 contacts – most of whom live in Evanston, Chicago, Skokie, Wilmette, Lincolnwood, and neighboring communities

In order to be included in these communications, we must receive donations by **April 12, 2024**. To that end, we are enclosing a donation form for your convenience.

On behalf of Jewish Reconstructionist Congregation, thank you very much for your consideration of this request.

Sincerely,

---

JRC Gala Committee Member, Phone Number, and Email

**Jewish Reconstructionist Congregation is a 501(c)(3) not-for-profit organization.**

**Jewish Reconstructionist Congregation**

303 Dodge Avenue • Evanston, Illinois 60202

T: 847.328.7678 • F: 847.328.2293

**Jewish Reconstructionist Congregation**  
**JRC's 2024 Gala Fundraiser – May 4, 2024**  
**Item Donation Form**

**Return to:** JRC, Attn: GALA, 303 Dodge Ave., Evanston, IL 60202

**Or email as PDF to:** [GALA@jrctogether.org](mailto:GALA@jrctogether.org)

Donor name/business/organization \_\_\_\_\_

Contact name (if different than above) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Donor name(s) to list in event materials \_\_\_\_\_

I/We wish to remain anonymous

Description of donation (include any conditions, restrictions, expiration dates, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Donor's stated value \$ \_\_\_\_\_

**IMPORTANT:** Please provide **two copies** of any public relations materials, brochures, photos or other visuals. One for displaying this item and one to be given to the winning bidder.

Delivery method:

Donation enclosed       Donor will deliver\*       Donor wishes to have item picked up\*

\*To arrange delivery/pick-up, contact the JRC Gala Committee at [GALA@jrctogether.org](mailto:GALA@jrctogether.org)

Signature of Donor \_\_\_\_\_

JRC contact for this item, if any (for non-JRC donors): \_\_\_\_\_

This donation becomes the property of JRC, the sponsor of the event, and is to be sold at an auction or awarded as a game prize, the proceeds of which will go to JRC. Where applicable, a gift certificate, letter of entitlement and/or a brochure should be provided by the donor for presentation to the winning bidder. The donor has established the value for charitable tax deduction purposes. The value to be printed in the event materials, however, will be determined by JRC. JRC reserves the right to decline a donation or to combine donated items. The donor grants JRC the right to mention the donation in any promotional literature.