



P.O. Box 500
Rio Grande, OH 45674

Dear Friend of Rio,

I hope this letter finds you well. I am reaching out on behalf of the University of Rio Grande and our branch campuses to request your support for our upcoming Changing Tomorrows Scholarship Dinner Fundraiser, scheduled for May 2, 2024.

The Changing Tomorrows Scholarship Dinner is a vital event aimed at raising funds to support student scholarships. By contributing an auction item or gift card, your business will play a crucial role in helping deserving students pursue their educational goals. Your donation will be featured in our online, silent, and live auctions, providing your business with exposure to a wide audience. The event is expected to attract 240 attendees, and the bidding link will be distributed to our 8,000 constituents, ensuring that your generosity is recognized by many.

To highlight your donation and promote your business, we kindly ask you to please **email a few sentences describing your item, the fair market value and your business information to aknight@rio.edu with subject line: Scholarship Dinner Item.** This information will be included in our event materials and promotions, allowing attendees to learn more about your offerings and support your establishment.

Whether you provide a gift card to your establishment, a unique auction item, or an exclusive auction experience, your contribution will be greatly appreciated and acknowledged during the event. If you wish to support the event through sponsorship, we have three levels available. \$5,000 event sponsor, \$2,500 dinner or social hour sponsor and \$1,000 table sponsor. Call 740-245-7221 to request information on becoming a named sponsor.

If you are able to donate an item, please fill out the attached donation form and return it to us by March 31. We recognize you are busy running a business. Please know, we will also follow up with you with a call if we do not hear from you! Alternatively, you can contact us directly to arrange for pickup or delivery of the donated item. Thank you for considering our request. Your contribution will make a significant difference in the lives of our students and the future of our community.

Warm regards,

A handwritten signature in black ink that reads 'Ashley M. Knight'.

Director of Institutional Advancement

Please return or email the following:

Business Name: _____ Business Phone Number: _____

Mailing Address for In-Kind Donation Tax Letter: _____

Contact Person: _____ Business Location: _____

Auction Item: _____ Fair Market Value: _____

Item Description: *(you may email this to us instead)*

I am sending the auction item in the mail or will drop it off before April 15.

Please arrange to pick up the auction item from us during business hours.