

November 10, 2009

Dear Parent,

Thank you for supporting your child at APLS. Through class parties, school events, parent-teacher meetings and everything else that happens through the school year, we deeply appreciate your commitment to your child's education.

I am writing to you to request your support in the form of a tax-deductible donation for our annual fundraiser during the month of November. This year we have set a fundraising target of \$2500. Money raised will go toward things not fully covered in the school budget: school safety improvements and the addition of classroom learning stations.

Last month the parent-teacher organization met and discussed a variety of options for our annual fundraiser. A consensus was reached that we move forward with a "no hassle donation drive" where students did not need to sell anything and parents did not need to buy anything. 100% of donations will go directly to classroom and school needs. Out of consideration for everyone's valuable time, the donation drive was decided as the most effective and efficient way of raising funds for the school. APLS is a non-profit organization so 100% of your donation will be tax deductible.

A successful donation drive will enable the school to keep our tuition rates very low, to improve school safety and to purchase supplies for classroom learning stations. In the past year, the church has cited budget cuts to facilities maintenance that has affected the preschool classrooms. For example, we now have to use our own funds to pay for steam cleaning the classroom carpets. Classroom learning stations help teach and reinforce specific skills or concepts at each station. For example, in the sensory station (using play doh, a rice table or a sand table) children learn how to control their motor skills while engaging in the process of exploration.

Your donation will help us maintain our commitment to provide affordable, quality, Asian-language education for all our families. If each family gives an average of \$120 (that's just \$12 a month for the 2009-2010 school year), we will meet our goal. We invite you to give whatever you can—no amount is too small. Just complete the attached form and bring it to the school with your donation by **November 30**.

To download and send a copy of this letter to relatives and friends who may wish to support our donation drive, please go to www.apls.org/donations.htm.

Thank you very much for your generosity and interest in making APLS an even better place for our kids to learn! If you have any questions or would like additional information, please contact me at sharongao@hotmail.com or 425-641-1703.

Sincerely,

Sharon Gao
School Director

P.S.

Please remember to check with your employer for matching donation funds to increase the impact of your giving. If you are unsure if a matching program exists please let us know.

APLS Donation Form 2009-2010 School Year

Student Name (s) _____

Parents' Names _____

Contact Tel # or Email _____

Contribution Levels:

_____ \$30 _____ \$120 _____ \$500
_____ \$60 _____ \$200 _____ Other \$ _____

Please let us know if your company has an employee gift-matching program and enclose the form for us to fill out. Checks should be made payable to: **Asia Pacific Language School**. You will be issued a receipt for your tax deductible donation. Thank you!

Asia Pacific Language School
14040 NE 8th Street, Suite 302
Bellevue, WA 98007

Tax ID#: 91-1679062